

VALENCIA COLLEGE

Radiography Program



STUDENT HANDBOOK

Class of 2028

Program Policies and Procedure Handbook

Table of Contents

PROGRAM INFORMATION	3
Introduction.....	3
Administration.....	3
Program History	4
Mission	4
Program Goals and Learning outcome.....	4
Program Accreditation	5
Graduation Requirements	5
National Registry Examination	5
Florida State Licensure	5
Radiography Program Requirements and Expectations	6
ACADEMIC POLICIES AND PROFESSIONAL EXPECTATIONS	6
Grading Scale.....	6
Maintenance of Professionalism	6
Electronic Devices in face-to-face classroom and lab	7
Valencia Student Core Competencies.....	7
Students with Disabilities.....	7
Privacy Rights	7
Release of Student Information.....	8
Authorization to Release Reference Information.....	8
Job Placement.....	8
Gifts	8
STUDENT PROGRESSION AND READMISSION POLICIES.....	9
Program Progression	9
Withdrawal.....	9
Re-entry and Process of Re-entry	11
Readmission and Process of Readmission.....	12
Medical Exception Withdrawal.....	12
STUDENT RIGHTS, CONDUCT, AND DISPUTE RESOLUTION PROCESS ...	13
Student Dispute Resolution Policy	13
Student Dispute Resolution Procedure	14
Student Dispute Chain of Command.....	15
Discrimination, Harassment and Misconduct policies	15
ATTENDANCE HEALTH, AND SAFETY POLICIES	15
Attendance Policy and Expectations	15
Pre-Arranged Absence	16
Pregnancy Policy.....	16
Substance Abuse Policy.....	18
Student Health Requirements	18
Liability and Accident Insurance	19
Dress Code	19
CURRICULUM INFORMATION.....	21
Radiography Curriculum.....	21
Radiography Curriculum Contact Hours.....	22
Valencia Radiography program - Tentative two-year schedule.....	23
Radiography Course Descriptions.....	24

CLINICAL EDUCATION INFORMATION	27
Clinical Education Policy	27
Clinical Supervision Policy.....	27
Clinical Education Center Rules and Regulations	28
Clinical Competency Master Plan.....	30
Clinical Competency Testing Procedure	31
Clinical Enhancement Learning and Make-Up Clinical Time Policy	32
Clinical Compliance	33
Clinical and Lab Safety.....	33
Clinical Confidential Information	34
Electronic Devices in Clinic	34
Procedure for Reporting Clinical/Lab Incident, Injury, and/or Exposure.....	35
Procedure for Reporting Medical Errors or Other Incidents	35
 Appendix	 37
Rights and Responsibilities of Students and Faculty.....	37
Performance Standards for Admission and Progression.....	39
Energized Laboratory Safety Guidelines	40
MRI Safety Screening Form (Student)	41
School of Allied Health: Medical Clearance for Clinical/Lab Request	42
Clinical Incident/Accident/Error Information Form	43
Clinical Enhancement Learning/Make-up Clinical Time Request Form	44
Concern-Issue Reporting Form	45
Equipment Performance Competency	46
Department Inventory	48
Fluoroscopy Equipment Performance Competency	50
Surgery Equipment/Performance Competency.....	52
Surgery Log Sheet.....	53
Surgery Equipment Performance Competency.....	54
CT Equipment/Performance Competency	56
CT Questionnaire	57
Student Clinical Evaluation.....	58
Image Evaluation Questions	60
Professionalism Report	61
Master Clinical Requirements Record.....	62
Valencia Radiography Procedure Log Sheet.....	67
Directions to Clinical Sites.....	68
Verification of Receipt of Radiography.....	72

PROGRAM INFORMATION

Introduction

Welcome to the Valencia College Radiography Program. This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the two-year program. Keep it in easily accessible place. All the faculty endeavor to help you achieve your educational goals. We wish you success.

This handbook provides a set of guidelines to facilitate learning, to maintain our high standards of professionalism, and to assure that you, the student, receive all the benefits from this educational opportunity.

The college catalog states, "Valencia College reserves the right to make changes in the regulations and offerings in this bulletin as circumstances require." However, it is our desire to state as many specific expectations and requirements as possible. Students are responsible for acquiring Valencia's college catalog and student handbook.

Administration

 VALENCIA Dr. Kathleen Plinske VALENCIA COLLEGE PRESIDENT
Dr. Debra Hardy Interim DEAN, SCHOOL OF ALLIED HEALTH
Mukesh George, EdD, RT (R) (CT) (MR) PROGRAM DIRECTOR
Julie Kloft, M.S.R.S., RT (R) CLINICAL COORDINATOR
CLASSROOM/CLINICAL FACULTY Chelsea O'Dell, MS RT (R) Nikki Robinson, BS RT (R) (M) Vianca Bernard, BS RT (R)(MR) Victor Bernardi, AS RT (R) Hector Soto, BS RT (R) (CT) Omar Negron, AS RT (R) Nayleen Cabrera, AS RT (R)
Paul Wadina, MD MEDICAL ADVISOR

Program History

The School of Radiologic Technology originated at Orange Memorial Hospital in 1954. Dr. Robert Curry, the hospital's first radiologist, is credited with establishing the program and served as its first Medical Advisor. At that time, the program was twelve months in length and expanded to a twenty-four-month curriculum in 1956. Since its inception, the program has graduated more radiographers than any other radiography program in Central Florida. The Medical Center Radiology Group and Orlando Health have remained strong supporters of the program throughout its history.

In August 1990, the program was reorganized under the sponsorship of Valencia College, with continued financial support from Orlando Health. As part of this transition, the curriculum was restructured into a semester-based format, leading to the current two-year Associate in Science degree in Radiography. Until August 1998, the program was physically located at Orlando Regional Medical Center. Today, the program continues its longstanding partnership with Orlando Health while providing high-quality academic and clinical education in diagnostic radiography.

Mission

The Valencia Radiography Program is committed to the development of competent, entry-level radiographers.

Program Goals and Learning outcome

Goal 1– Students will be able to communicate

- Students will demonstrate written communication skills
- Students will demonstrate oral communication skills

Goal 2– Students will be clinically competent

- Students will demonstrate competency in radiographic image evaluation
- Students will provide safe patient care and radiation protection
- Students/graduates will be adequately prepared to perform as entry- level practitioners

Goal 3– Students will use critical thinking and problem –solving skills

- Students will be able to adapt positioning for trauma patients.
- Students will select correct technical factors for trauma extremity comp.
- Students will demonstrate critical thinking skills.

Goal 4– Students will evaluate the importance of professional growth and development

- Students will perform professionally
- Students will pursue lifelong learning

Program Accreditation

The Southern Association of Colleges & Schools (SACS) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) accredit the program. The JRCERT reviews the program's educational content and process based on nationally recognized educational STANDARDS (See website: <http://www.jrcert.org/>). The United States Department of Education recognizes SACS and the JRCERT as the accrediting agencies for radiography programs. Program accreditation is required so you will be eligible to take the ARRT examination for national certification after graduation. Policy for allegations of program non-compliance is listed within [JRCERT Standards](#).

If a student has a complaint regarding allegations of non-compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards, the student must first have gone through due process at the college before the JRCERT will address the student's complaint (see [Reporting Allegations](#))

Contact information: JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org

Graduation Requirements

To be awarded an Associate of Science degree, the student must successfully complete all required courses in the Radiography curriculum and the graduation requirements as listed in the Valencia catalog. In addition, the student must be able to demonstrate clinical competency. Graduation from the program qualifies the student to take the national certification exam. However, graduation does not *guarantee* national certification or state licensure.

National Registry Examination

Graduates are eligible to become nationally certified in *Radiography* by taking the American Registry of Radiologic Technologists (ARRT) examination upon completion of the program. The examination is offered by a computer at a local testing center. After completing the application process with the ARRT, they will provide information to you to make an appointment to take the test. The Application Fee is approximately \$225.00. If you have ever been convicted of ANY felony or misdemeanor, it is highly recommended that you contact the ARRT (651-687-0048), to gain clearance to take the exam, *before* completing two years of education only to find that you are ineligible to take the exam.

Florida State Licensure

Graduates are responsible for applying for Florida General Radiographer licensure through the Florida Department of Health after graduation and submitting the required application fee (approximately \$50). Licensure is granted upon successful completion of the ARRT certification examination.

Radiography Program Requirements and Expectations

The Radiography Program is a full-time program, not exceeding 40 hours/week. Students are in class on days they are not in clinic. Classes and clinical hours are primarily scheduled during the day, 8:00 a.m. to 4:30 p.m. Occasionally the student will be finished earlier or will have to stay later for a class, clinic assignment, or lab.

Students must comply with the Valencia policy regarding cumulative grade point average (2.5) in courses attempted which apply to the Associate of Science degree. After acceptance into the Radiography Program, a minimum grade of “C” must be achieved in all discipline-specific courses and the required core curriculum to meet prerequisite or graduation requirements. If a student receives less than a “C” or withdraws from any discipline-specific course, they will not be able to continue in the course sequencing. Discipline-specific courses include all didactic and clinical courses specific to the program. For additional information, please refer to the Student Progression and Readmission Policies section of this handbook.

ACADEMIC POLICIES AND PROFESSIONAL EXPECTATIONS

Grading Scale

Course and laboratory grades are based on scores earned on quizzes, examinations, assignments, laboratory skill checkoffs, and other class and lab assessments. Specific grading criteria and point distributions are outlined in the individual course syllabi. Clinical course grades are based on clinical competency scores, clinical evaluations, and additional criteria as specified in the clinical course syllabi.

Please refer to the Student Progression and Readmission Policies section of this handbook for additional information. The grading scale utilized by the Radiography Program is:

A	93 – 100
B	85 - 92
C	76 - 84
D	70 - 75
F	69 or less

Maintenance of Professionalism

Student conduct and professionalism are discussed later in this handbook. In addition, fingerprinting, background check, and drug testing are performed before students are permitted to begin the program. This is a requirement for our clinical education sites. If a student is arrested after been accepted into the program, they must notify program officials within 24 hours. Any arrest, regardless of guilt or innocence, must be reported. Failure to notify the program’s officials will result in program dismissal due to unprofessional/unethical conduct. An arrest may affect the student’s eligibility to attend clinical education and may delay program completion.

Electronic Devices in face-to-face classroom and lab

In a face-to-face classroom or lab, electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) must be placed in the silent mode or turned to the “off” position. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the classroom or lab facility. Students must notify faculty when leaving the classroom or lab. Violation of the Electronic Device Policy may result in disciplinary action.

Valencia Student Core Competencies

The Valencia core competencies, Think, Value, Act and Communicate are designed for student success and are outlined in the College Catalog. All aspects of this course of study will involve the use of these competencies for proper success in the radiography program and in your chosen occupational field.

Students with Disabilities

Students with disabilities who qualify for academic accommodation must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first 2 weeks of class. The Office for Students with Disabilities determines accommodation based on appropriate documentation of disabilities (West, SSB 102, ext. 1523).

See [Performance Standards for Admission](#) to see the technical abilities required of a competent radiographer .

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded to them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides a category of student information termed “directory information” which is available to all persons upon request unless the student places a “confidential hold” on his/her records. Further information can be accessed through our college website, [FERPA](#) section:

Release of Student Information

Throughout the Radiography Program and at the completion of the program, information necessary for clinical affiliation, radiation dosimetry, and licensure will be sent to the appropriate agencies.

Authorization to Release Reference Information

Information concerning a student's performance while enrolled in the Radiography program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, including reference to a student's performance while enrolled in an educational program, may be released **only** with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or educational program, the [Student Consent to Release Education Records](#) form must be initiated by the student and submitted for up to two (2) parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the Program Director, Clinical Coordinator, or Instructor the student has provided as reference. This form is required for any student that would like a potential employer or educational program to obtain information about his/her performance, grades, conduct, and/or employability. You may choose not to complete this form and opt-out of an employer/program having the ability to speak to a Program Director, Clinical Coordinator, or Instructor in your program.

Job Placement

Valencia College offers "Placement Services", located in the Student Services Bldg. on West Campus, 407-299-5000, Ext. 1035. Counseling is available concerning employability skills, and resumes can be placed on the Internet. Employability skills are included in the curriculum content. The Radiography Program will not guarantee job placement, nor provide a placement service. Opportunities may be discussed with the Program Director.

Gifts

The School of Allied Health strictly follows the State of Florida's policy enforced by Valencia College: Gifts should not be exchanged between college employees and students. Please see [Collection of money from student policy](#)

The purpose of this is to dispel the appearance of or the possibility of any favoritism between faculty and students. The greatest gift students can give to faculty is to be dedicated to their studies and to ultimately be a successful graduate of the program.

STUDENT PROGRESSION AND READMISSION POLICIES

Program Progression

Satisfactory progression is required for students to remain in the Radiography Program. Progression, generally, reflects consistent progress in a student's academic abilities, evidenced through factors such as the acquisition and retention of essential content with appropriate application in clinical practice; continued self-evaluation of a student's strengths and weaknesses related to his or her educational goals; and seeking advice and remediation when needed.

To remain in progress, a student must meet all the following criteria:

- 1) PROGRAM GRADES: Academic and/or non-academic completion of each program core course with a grade of 'C' or higher, as guided by course syllabi (to include fulfilling Attendance requirements).
- 2) CLINICAL ELIGIBILITY: Continued eligibility to participate in the clinical component of all courses, including and subject to any requirements of applicable clinical sites.
- 3) CONDUCT: Continued presentation of appropriate conduct, defined as the absence of conduct justifying administrative withdrawal from the program, as described in section B(3) below.

Progression related to all the criteria above may be assessed at any time during the semester or academic year. Progression related to criteria 2 and 3 may be based on conduct and performance in the classroom/lab or clinical site, and may be related to relationships with faculty, peers, staff, health of personnel, and/or others outside the college. Failure to satisfy one or more progression criteria will result in course failure and/or withdrawal from the program.

Withdrawal

A student who falls out of progression is subject to two types of withdrawal: voluntary and involuntary/administrative.

- A. **Voluntary Withdrawal:** Students may choose to withdraw themselves from a program course, a required general education course, or from the program. Students who voluntarily withdraw are out of progression may seek Re-Entry or Re-Admission as explained below, only once to the same program. To voluntarily withdraw, the student must:
 1. Discuss his/her educational plans with the Program Director, to understand the consequences of withdrawing and the reinstatement policy.
 2. Follow Valencia College Withdrawal Procedure (student must officially withdraw from the course(s) in MyVC). Refer to the [Valencia College Withdrawal policy](#)
 3. Satisfy any requirements for Re-Entry or Re-Admission, as applicable and as described in Re-entry or Readmission below.

4. Notify the Program Director if the student chooses not to return to the program.

To seek eligibility of a withdrawal due to extenuating medical reasons, please see the separate [Medical Withdraw Exception Policy](#).

- B. **Involuntary/Administrative Withdrawal or Dismissal:** The Program Director reserves the right to withdraw and permanently dismiss a student who fails to meet the criteria for progression at any point during the program. This can include failure to meet any of the three-criterion listed above in Program Progression.
1. **GRADES:** Students who fail to earn a grade of "C" or higher in two program core courses at any time during the program, including within the same semester, will be permanently administratively withdrawn (dismissed) from the program. For programs requiring corequisite enrollment, all applicable corequisite courses taken in the same semester are considered one attempt. (A corequisite is a course that must be taken concurrently with another required course). Students experiencing academic or non-academic difficulties are strongly encouraged to seek assistance from program faculty and utilize available college and program support services. Students who are determined to be out of progression and involuntarily (administratively) withdrawn based on academic performance may be eligible to seek Re-Entry or Readmission, as outlined in Re-entry and Process of Re-entry section below.
 2. **CLINICAL ELIGIBILITY:** Students may be determined to be out of progression and involuntarily (administratively) withdrawn from the program for failure to maintain eligibility to participate in the clinical component of all courses. This determination may be based on program requirements, clinical site requirements, and/or the conduct criteria outlined below.
 3. **CONDUCT:** Students may be determined to be out of progression and involuntarily/administratively withdrawn from the program for reasons related to Conduct. The Program Director reserves the right, in his/her sole discretion, to determine that a student has not presented appropriate conduct, is out of progression, and should be involuntarily/administratively withdrawn from the program for the following reasons, although the list below is not exclusive:
 - Failure to enroll in a required course in the program of study
 - Conduct that violates, or is inconsistent with the standards of conduct listed in, [Student Code of conduct policy](#) , to be determined in cooperation with the campus Dean of Students or Student Conduct Officer. Violations may be based on conduct that occurs on campus or at a clinical site.
 - Conduct that violates [Valencia's Academic Integrity Policy](#).
 - Violations of the course syllabus, including excessive absences.

- Failure to adhere to the requirements of clinical sites or affiliates, including patient confidentiality laws.
- Failure to adhere to any program or course policies, procedures, or protocols.
- Other conduct that, in the Program Director's discretion, is inconsistent with the standards of professionalism and behavior identified in a course syllabus or the program handbook as expected student responsibilities or expectations in program or course.

When a student is involuntarily/administratively withdrawn, the Program Director will attempt to schedule a meeting with the student for counsel and discuss the Re-Entry or Re-Admission eligibility. If the student is administratively withdrawn for permanent dismissal from the program, the student will be notified in meeting with the Program Director and receive a certified letter by mail of program dismissal.

Re-entry and Process of Re-entry

Re-Entry is a one-time option available to students who (1) have successfully completed at least one semester in the program and (2) who notified the Program Director of his/her intent to seek re-entry into the program after the student has failed to satisfactorily complete ONE program core course attempt (with a grade of D, F or W). Re-entry may only be sought within two consecutive academic terms since the student's exit from his/her last program course.

Due to the limited capacity of the program and sequencing of courses offered, no student is guaranteed re-entry in the program at any time. Re-entry is approved only when space is available, which may take several terms based on the program. If and when space becomes available, the Program Director will determine eligibility for re-entry into the program based on the totality of the circumstances in his/her sole discretion. Other factors that may be considered include, but are not limited to, grade point average; theory grades; clinical performance and evaluation; time factor; participation in remediation with course faculty; program admission entrance test scores; and the basis for the original lack of progression (See [Pregnancy Policy](#) for exceptions to Re-Entry).

Process for Re-Entry:

To seek re-entry, the student must contact the Program Director and request re-entry in writing via email one full semester prior to the requested re-entry date, or earlier if possible. The email must be sent from the student's MyVC email account and include the following:

- a. Student's name and VID#
- b. Reason(s) for failure or withdrawal
- c. A Success Plan that identifies changes that the student has made to ensure success in the program, if Re-Entry is approved. This may include study habits, time involved in outside activities, study partner, family and friends support, etc.

If Program Director approves a student's re-entry, re-sequencing must occur at the beginning of a course. If the student is unsuccessful in their second attempt in the course, they will not be permitted any further attempts for successful completion and will be administratively withdrawn from the program. If a student is not approved for re-entry, the student will be notified and registration into future program courses will be blocked. The Dean of the School of Allied Health may make final decisions on re-entry due to extenuating circumstances.

Readmission and Process of Readmission

Re-Admission is an option available to students who either voluntarily withdrew, or were involuntarily/ administratively withdrawn, during the first semester of the program. This withdraw must be documented as a "W" or "WN" on the student's academic transcript record.

Process for Re-Admission:

Students who withdrew, or were withdrawn, in the first semester of the program may reapply according to the procedures for all applications to the program. Students seeking re-admission must fill out the appropriate paperwork, pay any application fee, and compete for a seat to be in the program again. Admission procedures may be found using the following link: [Advising Services](#)

Students seeking re-admission have no special status and are not considered enrolled in the program at the time of re-application. There is no guarantee of readmission, and the Program Director or admissions committee may readmit students in their sole discretion. Students approved for readmission will restart the program from the first semester and work with the Program Director to develop an individualized academic plan that specifically for previously passed Radiography courses. If a student is approved for readmission, the policies and procedures of the college catalog, student handbook, and curriculum in place for the semester in which the student is readmitted will be applicable to the student upon return.

Medical Exception Withdrawal

School of Allied Health students may repeat a required course in their Program only once, whether the grade is D, F or W. A second D, F, W, or combination of any two results in permanent dismissal from the enrolled Allied Health Program. If the grade is a W, and the reason for the voluntary withdrawal is a student's serious illness (physical or psychological) or injury, the student may apply for a Medical Exception. (If pregnant, please refer to the separate [Pregnancy Policy](#)). The policy may not be applied solely to friends or family who have a serious illness (physical or psychological) or injury. Involuntary/Administrative withdrawals issued by the Professor are not permitted for the Medical Exception request, unless the class attendance policy has been violated prior to the final exam period and you have a documented counsel discussion with your Program Director regarding the request.

A Withdrawal Medical Exception Request form must be completed and submitted to the School of Allied Health Administration Office (West Campus only) any time during the term in which the withdrawal has occurred. Your request will be presented to a review panel for consideration which is comprised of non-faculty members. Documentation from appropriate physicians, therapists, hospitals, or healthcare professionals must include a statement that the student is medically unable to function as a School of Allied Health student at this time and when the student can return (if applicable). This documentation will be requested from your treating Healthcare Provider directly by the Dean's Office, with your permission (see [Medical Clearance for Clinical/Lab Request](#) form). All information provided by the student will remain private with the review panel and will be shared only with school officials and Program Director for legitimate educational reasons, including facilitating the review process, but the student-provided medical documentation will be shredded immediately after the written decision has been provided to the student. The panel may request further documentation from your healthcare provider(s) if a decision requires additional information.

This request can be made at any time during the term, prior to taking the final exam. If the final exam has been taken, the student will not be able to retroactively request a Medical Exception for the term. If approved, the entire term of the course (to include all program core courses taken) from which the student is seeking a medical exception would have to be repeated, and no grades from the first course attempt would roll forward.

If an illness/injury occurs during the final weeks of a term, a grade of Incomplete is still an option and may be a better choice. If the Incomplete is utilized, it cannot become a Withdrawal Medical Exception (W) at any period of time thereafter.

STUDENT RIGHTS, CONDUCT, AND DISPUTE RESOLUTION PROCESS

Students enrolled in the Radiography Program are expected to comply with the Valencia College [Student Code of Conduct](#). The students are entitled to due process in the resolution of academic and non-academic concerns. Please see [Rights and Responsibilities of Students and Faculty](#) for additional information.

Student Dispute Resolution Policy

This policy establishes the process for addressing concerns or complaints related to Radiography Program faculty, courses, laboratories, clinical education, clinical sites, and non-academic matters, including discrimination, harassment, and related misconduct. Some of the categories include

- Final Grade Disputes
- Non-Final Grade and other Academic Disputes

- Student Administrative Complaint Resolution
- Civil Rights Discrimination
- Sexual Harassment / Sexual Assault (Title IX)
- Student Code of Conduct

To ensure due process, students must follow the Radiography Program's dispute procedure and established chain of communication when addressing concerns involving faculty, courses, laboratories, clinical education, clinical sites, or other program-related matters. When appropriate, the Dean may direct the student to initiate the [Valencia College Student Dispute Resolution process](#) in accordance with college policy.

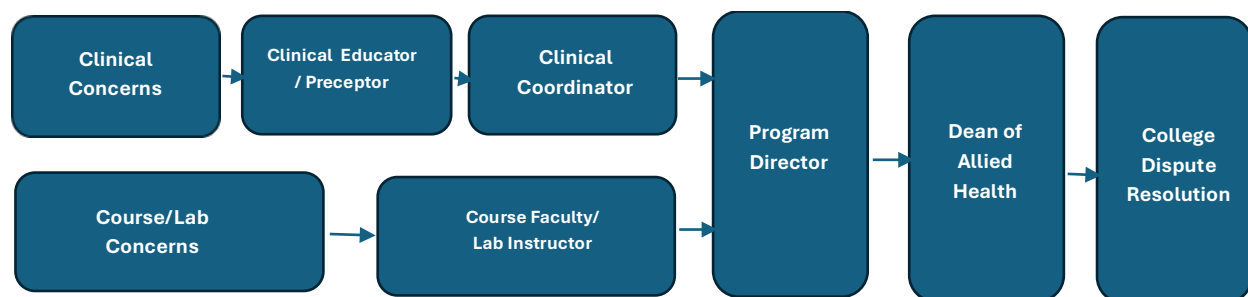
Student Dispute Resolution Procedure

The following procedures have been established to assist students in resolving academic or non-academic concerns within the Radiography Program. Students who believe they have a justifiable concern regarding a course, laboratory, clinical education, faculty member, student, or clinical site should follow the appropriate chain of communication below.

- I. If the concern is related to a didactic course, laboratory course, or other program-related matter:
 - a. During normal office hours or by appointment, discuss the concern directly with the course or laboratory faculty member and attempt to resolve the issue as soon as possible.
 - b. If the issue remains unresolved after discussion with the faculty member, contact the Program Director to assist in resolving the concern.
 - c. If the issue remains unresolved after meeting with the Program Director, make an appointment with the Dean of the School of Allied Health.

- II. If the concern is related to clinical education or a clinical site:
 - a. During normal clinical hours or by appointment, discuss the concern with the Clinical Educator/Preceptor whenever appropriate. If the concern cannot be resolved at the clinical site, contact the Clinical Coordinator.
 - b. If the issue remains unresolved after discussion with the Clinical Coordinator, contact the Program Director to assist in resolving the concern.
 - c. If the issue remains unresolved after meeting with the Program Director, make an appointment with the Dean of the School of Allied Health.

Student Dispute Chain of Command



If a student's concern involves an individual within the chain of communication, the student should contact the next appropriate individual in the chain. At the Dean's level, the student may be directed to initiate the [Valencia College Student Dispute Resolution process](#).

Please be aware that initial communication regarding a student's performance or academic standing should occur between the student and the appropriate Faculty or administrator. Students are expected to communicate their own concerns and should not defer to others to communicate on their behalf. Legal, ethical, and professional standards, including [the Family Educational Rights and Privacy Act \(FERPA\)](#), limit the information that may be shared with anyone other than the student. If a student wishes to authorize the College to discuss educational records with another individual, the student must complete the appropriate [Student Consent to Release Educational Records Form](#).

Discrimination, Harassment and Misconduct policies

[Policy 6Hx28:2-01](#) Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Director, Dean, or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email equalopportunity@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: [Equal Opportunity and Title IX](#)

ATTENDANCE HEALTH, AND SAFETY POLICIES

Attendance Policy and Expectations

This is the general Attendance Policy and Expectations for Valencia College's School of Allied Health. The Radiography Program has the right to create more stringent policies regarding attendance, tardiness, and make-up work for each core course. Please see course syllabus for more specific attendance policy information.

Every student is expected to demonstrate a form of professionalism, and this starts with attendance. Attendance is required at all sessions of classes and clinical education, for

which the student is duly registered, unless prevented by documented illness or emergency. Didactic lectures and clinical education are scheduled per program. Prior to enrolling in each core course, students are made aware of the class schedule. It is the student's responsibility to make prior arrangements to fulfill the demands of your courses; so students should make every effort to participate and be eager to learn. Discussion and class participation are essential for learning. It is impossible to make up all that is missed and receive a passing grade by not attending class or logging into an online course for days at a time; therefore, students should strive to be prompt, present, and participative in the course.

- Attendance and punctuality promote college success and are important employment characteristics that students must demonstrate.
- You are required to meet the attendance policy specified in each core course [syllabus](#) within your program.
- If your absences and punctuality in a class become excessive, as stated in the course syllabus, your professor can contact you to indicate that further absence may result in your withdrawal from the course. See [Program Progression and Withdrawal Policy](#) in this Handbook and the [Valencia College Policy on Class Attendance 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)

Pre-Arranged Absence

In the event that there is an important circumstance (wedding, family reunion, etc.) that conflicts with your school schedule, you may request “pre-arranged” time off. Approval or denial of the request will be decided by the Program Director and is dependent upon the following criteria:

1. Request must be made in writing to the Program Director at least one (1) month in advance.
2. Clinic and classroom performance must be at least a “C” average with all current assignments completed.
3. Students must have previously demonstrated consistent adherence to program policies.
4. Students must have no make-up time pending.
5. Only one request for pre-arranged time off is permitted per scholastic year.

Upon approval of the request, arrangements to make up requested time off must be made and completed in advance of the absence. It may not be possible to approve all requests due to inability to schedule alternative clinic make-up time, or for any of the reasons listed above.

Pregnancy Policy

In an Allied Health program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the sole

responsibility and option of a student who is, or suspects, they are pregnant to notify their Clinical Coordinator and/or Program Director.

The College is committed to providing resources for students who disclose a pregnancy so they can make informed decisions regarding their academic pursuits during pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See Valencia College [Title IX & Equal Opportunity Policy](#)

In the event a student becomes pregnant in the Radiography program, it is highly suggested that the student speak with the Clinical Coordinator and/or Program Director. It is solely the student's responsibility and choice to speak with the faculty concerning her pregnancy and students should be advised that there are considerable possible health concerns for the fetus, especially during the critical first trimester of pregnancy. Due to exposure to procedural radiation, students who want to proceed in performing their clinical competencies regularly, while pregnant, should receive adequate radiation safety education due to exposure to procedural radiation, as well as separate dosimetry badges for the fetus (A federal regulatory requirement).

Speaking with a Clinical Coordinator and/or Program Director about the pregnancy and disclosing a due date is solely an attempt to guide and assist the student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. Students are advised that the College will work with and assist pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study.

On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, students will work with the College to identify reasonable alternatives to allow the student to continue when possible.

It is the student's choice to remain in or discontinue the program should they become pregnant. If you have any questions or concerns regarding this policy, please contact: Trisha Charles, Title IX Coordinator/Equal Opportunity Officer; 1768 Park Center Drive, Orlando, FL 32835; Phone: 407-582-3867; Email: tcharles13@valenciacollege.edu.

Students are advised that pregnancy may interfere with meeting the objectives of the Radiography program which may, in turn, delay completion of the program. In accordance with the student's right to privacy, disclosure of pregnancy is completely voluntary. It is the right of the student to disclose or not disclose the pregnancy and/or to withdraw disclosure of the pregnancy at any time by written notification. If the student elects to disclose the pregnancy they will receive counseling according to Nuclear Regulatory Commission Regulatory Guide 8.13, regarding radiation protection and program continuance. The student must then choose one of the following options:

1. Continue in the program: The student must submit a letter of clearance from their physician. The physician should base this decision on the [Physical and Technical Abilities of a Competent Radiographer](#). Upon clearance from the physician, they will receive radiation protection counseling, a monitoring badge for the fetus, and must sign a release form. Absences due to pregnancy will be made up in accordance with rules governing excused absence.
2. Continue in the program with the exception of clinical education courses: A student who withdraws from the clinical education courses will be provided with the opportunity to complete the courses on a space available basis. The student will be required to resume the clinical education courses during the semester immediately following medical approval by her personal physician to return to normal activities, not to exceed one-year post-partum. Withdrawal from clinical education courses requires the student confer with the Program Director to develop a revised program of study.
3. Withdraw from the program: Readmission will be based on the student's performance records at the time of withdrawal and available clinical space at the time of re-entry.
4. Continue in the program: The student may continue in the program without modification to the current curriculum.

The student has the option to withdraw her declaration of pregnancy. For more information, refer to the U.S. Nuclear Regulatory Commission [Regulatory Guide](#) located in the appendices.

Substance Abuse Policy

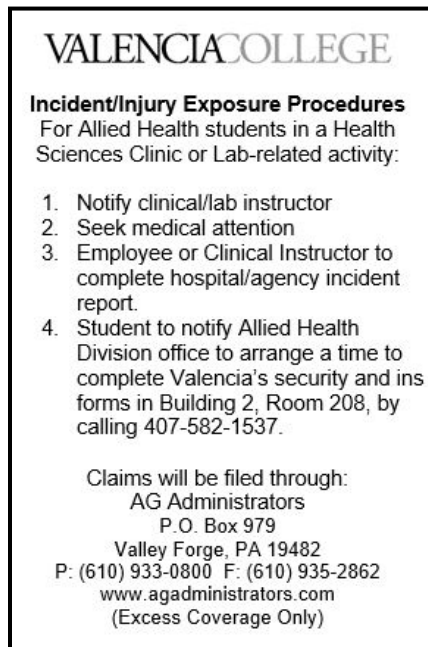
The [Drug-Free Campuses and Workplace Policy \(6Hx28: 10-08\)](#) is contained in full in Valencia College's Student Handbook. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions. Please review the [Drug Free Schools & Communities Act](#) for additional information. While at clinical sites, all students must abide by the clinical facility's substance abuse policy and any random examinations. See [clinical education rules and regulations](#) for more information.

Student Health Requirements

Students are strongly encouraged to maintain health insurance. Students can be treated at the clinic site for injuries occurring there but are responsible for all costs incurred and/or proof of insurance prior to treatment.

Liability and Accident Insurance

Students are assessed fees at the beginning of each year for liability and accident insurance. The following explains procedures to follow concerning accidents, injuries, and exposure to communicable diseases. More specific concerns, other than those addressed herein, will be referred to the clinical sites' infection control policies and the Valencia Communicable Diseases procedures for safe and effective management. Students are issued a wallet-sized card (see below) explaining the procedure to follow if they incur an incident, injury, or exposure. Students are required to have this card with them at all times in the clinical or lab area.



Valencia College Sponsored Insurance Information:

The coverage of Incident/Injury/Exposure insurance sponsored by Valencia College is through the Florida College System Risk Management Consortium for students in the Health Science programs but is limited to program clinical/lab related incidents only. The insurance does not cover sickness, disease, or injuries occurring on campus outside of clinical/lab activities. It is not group insurance with the college nor is it a worker's compensation policy. This coverage is secondary to a student's personal insurance – if a student does not have personal insurance, it will become their primary insurance for program clinical/lab related incidents only.

Dress Code

Clothing is a form of non-verbal communication that influences the self-concept of the wearer and conveys that concept to the observer. Students in the healthcare profession should adopt a style of dress that conveys competence, efficiency, and safety. It is particularly important that students dress in a professional manner when guests are on campus and students are with patients. Rules and guidelines have been set to reduce risk of infection to the patient and to the student.

Required Classroom and/or Lab Attire (on campus):

Required:	Watch with a second hand, black pen, and radiation monitoring badge.
Professional attire:	Approved scrub attire. Student uniforms are the color “wine” for first year and “sapphire/royal blue” for second year. Solid white scrubs may be substituted (pants and shirts). No other substitute or street clothing is acceptable
Fingernails:	Must be short, natural and well-tended. Polish, if worn, must be clear. No artificial nails are permitted.
Jewelry:	Limited to wearing wedding bands, simple engagement rings, a watch, and one set of earrings in the earlobe that does not extend below the earlobe. No other visible piercings are allowed.

Required Clinical Site Uniform:

Students are required to appear professionally dressed and groomed whenever they are in attendance at a clinical site. The designated uniform, name and program badge must be worn at all times. The Uniform should be washed after each wear (this reduces bacteria that may be carried to/from home or the hospital).

Required:	Watch with a second hand, black pen, markers, and radiation monitoring badge.
Badge:	Hospital issued ID badge: To be worn on the left front of the scrub top. <u>ID's must be clearly visible at all times.</u>
Scrub attire:	Approved scrub attire must be worn while at clinical practice. Student uniforms are the color “wine” for first year and “sapphire/royal blue” for second year. Solid white scrubs (pants and shirts) may be substituted. No other substitute or street clothing is acceptable. A solid white or black undershirt that is tucked in is permitted. A solid white or black long-sleeved and/or turtle neck shirt may be worn under the scrub top for warmth. No badges, pins, buttons, or stickers may be worn unless issued and approved by the hospital and/or college. When needed, a solid white cardigan-type sweater or lab coat may be worn.
Shoes:	Solid white or black nursing or athletic (leather or vinyl) shoes must be worn. Shoes must have fully enclosed heels and toes. Coordinating solid white or black socks must be worn.
Hair:	Should be in conservative style and off the collar. Long hair must be neatly secured. Facial hair must be neatly trimmed and may be no longer than ½ inch from the skin. Color should reflect a natural color.
Fingernails:	Must be short, natural, and well-tended. Polish, if worn, must be clear. No artificial (to include gel or shellac) nails are permitted.
Jewelry:	Limited to wearing wedding bands, simple engagement rings, a watch, and one set (one in each ear) of earrings in the earlobe that does not extend below the earlobe. No other visible piercings are allowed.
Tattoos:	Must be covered at all times.
Perfume/Cologne:	<u>None</u> (some patients are allergic to perfume).

*The hospital/affiliate dress code, if more stringent than this, must be followed completely. Dress code is subject to change. *Non-compliance with the dress code will result in disciplinary action. If you are not dressed appropriately, you will be sent home and have to make up the time. Professionalism points will be deducted for failing to follow the dress code.

CURRICULUM INFORMATION

Radiography Curriculum

Prerequisite:		
Course	Title	Credits
+*BSC 2093C	Human Anatomy & Physiology I	4
+*BSC2094C	Human Anatomy & Physiology II	4
+*MAC1105	College Algebra	3
+ HSC1531	Medical Terminology	<u>3</u>
	Total Prerequisite Credits	14
<u>Year 1</u>		
SUMMER TERM		
Course	Title	Credits
+*RTE1000	Introduction to Radiography	4
+ *RTE1111C	Patient Care in Radiography	<u>3</u>
	Total Credits	7
FALL TERM		
Course	Title	Credits
+*RTE1418	Principles of Radiography I	3
+*RTE1503C	Radiographic Procedures I	4
+*RTE1804L	Radiographic Clinical Education I	2
+*ENC1101	Freshman Composition I	<u>3</u>
	Total Credits	12
SPRING TERM		
Course	Title	Credits
+*RTE1458	Principles of Radiography II	3
+*RTE1513C	Radiographic Procedures II	4
+*RTE1814L	Radiographic Clinical Education II	<u>2</u>
	Total Credits	9
<u>Year 2</u>		
SUMMER TERM		
Course	Title	Credits
+*RTE2762	Sectional Anatomy	3
+*RTE1523C	Radiographic Procedures III	3
+*RTE1824L	Radiographic Clinical Education III	3
+ PSY2012	General Psychology	<u>3</u>
	Total Credits	12
FALL TERM		
Course	Title	Credits
+*RTE2563	Principles of Radiography III	3
+*RTE2385	Radiation Biology & Protection	2
+*RTE2834L	Radiographic Clinical Education IV	3
+ Social Science (See A.A. Gen Ed Requirement)		<u>3</u>
	Total Credits	11
SPRING TERM		
Course	Title	Credits
+*RTE2782	Radiographic Pathology	3
+*RTE2061	Radiologic Seminar	3
+*RTE2844L	Radiographic Clinical Education V	3
+ Humanities (See A.A. Gen Ed Requirement)		<u>3</u>
	Total Credits	12
	Total Degree Credits	77

Radiography Curriculum Contact Hours

		Credits	Contact Hrs.			Inst. Delivery
Year 1, Summer Session 1			Lec	Lab	Clinic	
RTE1000C	Introduction to Radiography	4	45	45	0	Mixed mode
RTE1111C	Patient Care in Radiography	3	30	45	0	
TOTAL		7	75	90	0	
Year 1, Fall Session 2						
RTE1418	Principles of Radiography I	3	45	0	0	
RTE1503C	Radiographic Procedures I	4	45	45	0	
RTE1804L	Radiographic Clinical Education I	2	0	0	240	
ENC1101	Freshman Composition I	3	45	0	0	
TOTAL		12	135	45	240	
Year 1, Spring Session 3						
RTE1458	Principles of Radiography II	3	45	0	0	
RTE1513C	Radiographic Procedures II	4	45	45	0	
RTE1814L	Radiographic Clinical Education II	2	0	0	240	
TOTAL		9	90	45	240	
Year 2, Summer Session 4						
RTE2762	Sectional Anatomy	3	45~	0	0	Online
RTE1523C	Radiographic Procedures III	3	30	45	0	
RTE1824L	Radiographic Clinical Education III	3	0	0	360	
PSY1012	General Psychology	3	45	0	0	
TOTAL		12	120	45	360	
Year 2, Fall Session 5						
RTE2563	Principles of Radiography III	3	45	0	0	
RTE2385	Radiation Biology & Protection	2	30	0	0	
RTE2834L	Radiographic Clinical Education IV	3	0	0	360	
	Social Science**	3	45	0	0	
TOTAL		11	120	0	360	
Year 2, Spring Session 6						
RTE2782	Radiographic Pathology	3	45	0	0	Mixed mode
RTE2061	Radiologic Seminar	3	45	0	0	
RTE2844L	Radiographic Clinical Education V	3	0	0	360	
	Humanities /Fine Arts**	3	45	0	0	
TOTAL		12	135	0	360	

~ Online contact hours are assigned asynchronous

** Social Science and Humanities options can be found in the [catalog](#)

Valencia Radiography program - Tentative two-year schedule

Year 1, Summer Session 1 – May

Monday	Tuesday	Wednesday	Thursday	Friday
12:00 – 3:00 Intro to Radiography		8:30 – 11:30 Patient Care Lab Noon – 3:00 Open Lab	8:30 – 11:30 Intro lab Noon – 3:00 Open Lab	

Year 1, Fall Session 2 - August

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 11:30 Principles of Radiography 1 12:30 – 3:30 Radiographic Procedures 1	*Clinic 1	8:30 – 11:30 Procedures Lab Noon – 3:00 Open Lab	*Clinic 1	

Year 1, Spring Session 3 - January

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 11:30 Principles of Radiography 2 12:30 – 3:30 Radiographic Procedures	*Clinic 2	8:30 – 11:30 Procedures Lab Noon – 3:00 Open Lab	*Clinic 2	

Year 2, Summer Session 4 – May

Monday	Tuesday	Wednesday	Thursday	Friday
*Clinic 3 Online: Sectional Anatomy	8:30 – 11:30 Radiographic Procedures 3 12:30 -- 3:30 Procedures Lab	*Clinic 3		*Clinic 3

Year 2, Fall Session 5 - August

Monday	Tuesday	Wednesday	Thursday	Friday
*Clinic 4	8:30 -- 11:30 Principles of Radiography 3 12:30 -- 2:30 Rad Biology	*Clinic 4		*Clinic 4

Year 2, Spring Session 6 - January

Monday	Tuesday	Wednesday	Thursday	Friday
*Clinic 5	8:30 -- 11:30 Radiology Seminar 12:30 – 3:30 Pathology (hybrid)	*Clinic 5		*Clinic 5

***Clinic Hours** are typically scheduled from 8 am and 4:30 pm with hours and specific days varying depending on the clinical facility and your assigned semester

- **Tentative** schedule is subject to change; however, students will be provided with as much notice as possible when changes are needed.

Radiography Course Descriptions

	Credit	Lecture	Lab/clinic
RTE 1111C PATIENT CARE IN RADIOGRAPHY	3	2	3
Prerequisite: Acceptance to Radiography Program.			
Content is designed to provide the basic concepts of patient care including consideration for physical and psychological, legal, and ethical needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Basic concepts of pharmacology/drug administration and theory and practice of venipuncture techniques are presented.			
RTE 1000 INTRODUCTION TO RADIOGRAPHY	4	3	3
Prerequisite: Acceptance to Radiography Program.			
An overview of radiography and its role in health care delivery with orientation to academic and administrative structure and to the profession as a whole, including ethical and legal responsibilities, patient consent, hospital and departmental policies and basic radiation protection principles. A minimum grade of C is required for all Radiography Program courses.			
RTE 1418 PRINCIPLES OF RADIOGRAPHY I	3	3	0
Prerequisites: RTE 1000 and RTE 1111C.			
Basic principles of radiation, image receptor systems, processing and a study of the factors that govern and influence the production of the radiographic image will be presented.			
RTE 1458 PRINCIPLES OF RADIOGRAPHY II	3	3	0
Prerequisites: RTE 1418 and 1503C.			
An overall survey of factors affecting the production of high quality radiographs. Manipulation of technical factors and use of accessory devices to produce quality radiographic images will be explored. Quality assurance evaluation methods for radiographic systems will be presented, performed, and orally reported.			
RTE 2563 PRINCIPLES OF RADIOGRAPHY III	3	3	0
Prerequisite: RTE 1458.			
A study of the physical principles and application of imaging equipment: radiographic/fluoroscopic, computed tomography, digital imaging, magnetic resonance imaging, and radiology departmental computerization. Assignments include written journal article reports.			
RTE 1503C RADIOGRAPHIC PROCEDURES I	4	3	3
Prerequisites: RTE 1000 and RTE 1111C.			
A study of patient habitus, positioning, equipment manipulation, and radiographic quality evaluation of the chest, abdomen and upper extremity. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection.			

RTE 1513C RADIOGRAPHIC PROCEDURES II 4 3 3

Prerequisites: RTE 1418 and RTE 1503C.

A study of patient positioning, equipment manipulation, and radiographic quality evaluation of the axial skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection.

RTE 1523C RADIOGRAPHIC PROCEDURES III 4 3 3

Prerequisite: RTE 1513C and RTE 1458.

A study of patient positioning and radiographic quality image evaluation for contrast procedures for gastrointestinal and genitourinary systems, special studies, and CT with emphasis on equipment manipulation, to include fluoroscopy and mobile radiography. Emphasis is placed on critical thinking and communication skills related to patient care and radiation protection.

RTE 2385 RADIATION BIOLOGY AND PROTECTION 2 2 0

Prerequisite: RTE 2762.

Study of effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation.

RTE 2782 RADIOGRAPHIC PATHOLOGY 3 3 0

Prerequisite: RTE 1523C.

Course content will provide student with and introduction to the concept of disease. The relationship of pathology and disease to various radiographic procedures, will be discussed. Assignments include oral case presentations.

RTE 2762 SECTIONAL ANATOMY 3 ONLINE

Prerequisite: BSC 2094C.

A detailed study of gross anatomical structures will be systematically conducted for location, relationship to other structures and function. Identification of anatomical structures in axial (transverse), sagittal, coronal and orthogonal (oblique planes will be achieved using illustrations and anatomy images comparing Computed Tomography, Magnetic Resonance Imaging and Ultrasound images, when applicable.

RTE 2061 RADIOLOGIC SEMINAR 3 3 0

Prerequisite: RTE 2563.

This course is designed to provide a forum for student research and review of all aspects of radiography.

RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I 2 0 16

Prerequisites: RTE 1000 and RTE 1111C.

Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.

RTE 1814L RADIOGRAPHIC CLINICAL EDUCATION II 2 0 16

Prerequisite: RTE 1804L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. .

RTE 1824L RADIOGRAPHIC CLINICAL EDUCATION III 3 0 24

Prerequisite: RTE 1814L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2834L RADIOGRAPHIC CLINICAL EDUCATION IV 3 0 24

Prerequisite: RTE 1824L.

Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2844L RADIOGRAPHIC CLINICAL EDUCATION V 3 0 24

Prerequisite: RTE 2834L.

Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.

RTE 2930 SELECTED TOPICS IN RADIOGRAPHY 1-3 Variable

Prerequisite: Department approval.

Selected topics in radiography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for credit for a maximum of three credits provided different topic explored each time, but grade forgiveness cannot be applied.

RTE 2942 INTERNSHIP IN RADIOGRAPHY 1-4 Variable

Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for academic purposes; second-year standing in Radiography degree program; and Program Director's approval.

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied.

CLINICAL EDUCATION INFORMATION

Clinical Education Policy

The clinical education component is a competency-based evaluation system designed to provide the student with the clinical proficiency necessary to function as a professional in the Radiology Department. This phase of the program educates the student in the practical application of the principles and theories presented in the classroom and/or laboratory. Based on the principle that learning is a progression of behavioral changes, the following sequence of learning will help each student attain and maintain clinical competency.

All students progress through the following education plan:

1. Didactic instruction - classroom presentation and evaluation
2. Laboratory practice and evaluation with a minimum of 85% proficiency
3. Clinical participation with direct supervision - supervised patient practice
4. Category competency evaluation with a minimum of 85% proficiency
5. Clinical participation with indirect supervision
6. Final competency evaluation

Clinical Supervision Policy

As students' progress through the above-mentioned steps, the following guidelines and supervision policies apply:

1. Students may assist in departmental procedures but may not perform exams until they have successful class and lab tested exams.
2. After successful lab testing, students may perform procedures under Direct Supervision of a qualified radiographer. The parameters of direct supervision are:
 - a. A qualified radiographer reviews the request for examination in relation to the student's achievement level.
 - b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
 - c. A qualified radiographer is present during the performance of the examination.
 - d. A qualified radiographer reviews and approves the radiographs.
3. Only after demonstrating competency (evaluation), may students be permitted to perform procedures with Indirect Supervision. Indirect Supervision is defined as supervision provided by a qualified radiographer immediately available to assist students, regardless of the level of the student's achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

4. After passing a category competency, students will continue to perform procedures in that category to perfect their skill.
5. In support of professional responsibility for provision of quality patient care and radiation protection, Unsatisfactory radiographs are repeated by students only in the presence of a qualified radiographer, regardless of the student's level of competence.
6. All mobile radiographic procedures (Portables /C-arm) shall be performed with Direct Supervision, regardless of the student's competency level.
7. Students must not hold or support a patient during an x-ray exposure, nor hold or support an image receptor during exposure.

In order to reduce the risk to students and patient care, adherence to the supervision policy will be the student's responsibility. The clinical education supervision policy mentioned above is posted at all clinical sites. If a student is observed doing any of the following, their clinical grade will be lowered by letter:

- Performing a repeat without direct supervision
- Performing a procedure that has not been competency tested without direct supervision
- Performing a portable or C-Arm procedure without direct supervision
- Performing a procedure that has been successfully competency tested without indirect supervision

Clinical Education Center Rules and Regulations

1. In order to maintain high standards of patient care, the Radiography Program has established the following rules of conduct in conjunction with overall clinical facility rules and regulations: Students must adhere to all rules and regulations set forth by the assigned clinical site. In the event of dismissal from a clinical site, the student must immediately notify the Clinical Coordinator. If the student's conduct is determined to be inappropriate, unsafe, unacceptable, or unprofessional, the student will be required to attend a formal meeting with both the Program Chair and the Clinical Coordinator. If the clinical facility declines to reinstate the student and an alternative clinical placement is not available, the student will be dismissed from the Program and deemed ineligible for readmission.
2. Students must not inject contrast medium or medication.
3. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being radiographed. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
4. Unless otherwise instructed, any student who begins or helps begin a radiographic procedure must complete the procedure before leaving the clinical facility.

5. Each student is to perform non-technical duties (patient transporting, image retrieval, cleaning equipment, etc.) as scheduled by the clinical supervisor. Each student is required to assist in maintaining a clean department by helping to keep the radiographic room to which they is assigned orderly and properly supplied.
6. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
7. Clinical differences - It is the intent and objective of Radiography Program (college and affiliate hospitals) to be as uniform as possible with regard to student activities for all students. However, all clinical sites are individual and unique institutions and for this reason, there will be different policies and responsibilities at each clinical facility. Any questions that may arise concerning these differences will be gladly answered by the college faculty.
8. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area should first be discussed with the Clinical Instructor and clinical facility officials (clinical supervisor) before involving the college faculty (Clinical Coordinator and Program Director) in the discussion.
9. Report any accident or incident to your clinical supervisor immediately and complete the necessary paperwork.
10. Students will always present themselves as professionals in the clinical education centers.
11. Students are to be in the clinical area only when they are scheduled to be there.
12. There will be no food, drinks, or smoking allowed in the clinical area except in designated areas.
13. Students are assigned lunch periods and breaks by the clinical supervisor.
14. Students are not permitted to leave hospital grounds or assigned clinical areas without the permission of the clinical supervisor, except during lunch periods.
15. Students may not bring guests into the clinical facilities.
16. Students cannot sit in wheelchairs, on stretchers, or any other equipment designed for patient use.
17. Students may not use the clinical site's telephone or internet for personal use.
18. Report to clinical assignments in an alert and oriented condition.
19. Willful destruction or theft of clinical site property will result in Program dismissal.
20. Possession of firearms, explosives, alcoholic beverages, illegal controlled substances, or paraphernalia, as well as intoxication or consumption of such substances while on clinical site property, constitutes grounds for immediate dismissal from the Program. Students may be required to undergo controlled substance and/or alcohol testing at their own expense in case of a reasonable suspicion at their assigned clinical site. Refusal to comply, failure to complete testing, adulteration of testing samples, and/or a positive test result will result in immediate dismissal from the Program.
21. Students must notify the Clinical Coordinator in the event of any illness, injury, and/or the use of prescribed or over-the-counter medications that may impair the student's ability to perform clinical duties safely and effectively. Students will be responsible for coordinating and completing any missed clinical hours in accordance with Program requirements.

22. Fighting on clinical site property results in dismissal.
23. Insubordination to any superior could result in dismissal.
24. Conviction of a felony results in dismissal.
25. Gum chewing while on clinical assignment is forbidden.
26. Sleeping while on clinical assignment is strictly forbidden.
27. Do not engage in immoral conduct while on clinical assignment.
28. Do not accept any type of gratuity or “tip” from a patient or patient’s family.
29. Do not use language or manners unbecoming a professional.

Clinical Competency Master Plan

This Clinical Competency Master Plan has been designed to define and document clinical competencies required of Valencia radiography graduates to establish eligibility for certification with the American Registry of Radiologic Technologists. Students must simulate the general patient care procedures listed on the Valencia Radiography Clinical Competency Requirements Record. Verification will be required prior to beginning the program or upon successful completion of the Patient Care in Radiography course.

Students must demonstrate the following number of radiological procedure competencies:

- | | |
|----|-------------------------------|
| 37 | Mandatory |
| 16 | Elective |
| 10 | Final Competencies (Re-comps) |
| 1 | Faculty Final Competency |
| 64 | Total Competencies |

Mandatory and elective procedures are defined on the Valencia Radiography Clinical Competency Requirements Record. After students have successfully lab-tested a procedure, they may perform that procedure under direct supervision until they are competency tested.

Semester Competency Requirements:

RTE 1804L Radiographic Clinical Education 1: Equipment Checklist, 10 Competencies
RTE 1814L Radiographic Clinical Education 2: 15 Competencies
RTE 1824L Radiographic Clinical Education 3: 13 Competencies, Fluoro & Surgery Checklist
RTE 2834L Radiographic Clinical Education 4: 15 Competencies, CT/Special Rotations
RTE 2844L Radiographic Clinical Education 5: 10 Final Competencies, 1 Faculty Final Comp

Final Competencies:

Ten final competencies and one faculty final competency are required. They are printed on the second page of the purple Master Clinical Requirements Record. For the two mandatory (upper and lower) extremity competencies, the student may select one upper

and one lower extremity from the printed mandatory or elective list. For the geriatric extremity, if the upper extremity was comped initially, then the lower extremity must be final comped (or vice versa). For the LS Spine, if a three-view procedure is performed for the initial mandatory competency, then a five view (with obliques) must be performed for the final competency (or vice versa). For the Fluoroscopy competency, if a single contrast BE procedure is performed for the mandatory competency, then a double contrast procedure must be performed for the final competency (or vice versa). For the C-Arm procedure competency, if the 2-view orthopedic procedure was comped initially, then the one view surgical must be performed for the final competency (or vice versa). For the Faculty Final Competency, the student will complete a random, routine diagnostic procedure competency with the Valencia faculty member who visits him/her in clinic.

Final competencies can only be performed during the last two clinical sessions (Clinic 4 and 5). However, final competency grades and any remaining mandatory competencies will constitute the grade for the last clinical session (5).

Clinical Competency Testing Procedure

1. Notify a clinical evaluator immediately of the decision to be competency tested to expedite no-waiting for patient (10 minutes ahead when possible).
2. Clean and prepare room and equipment. For patients who have to change into a gown, clean and prepare room while the patient dresses.
3. Greet and identify patient, introduce yourself.
4. Escort patient to an exam room.
5. Perform procedure and process images. Clean room and complete paperwork.
6. Escort patient back to waiting area. Inform patient of post exam instructions, if applicable.
7. Upon completion of Part I- Performance of Competency, coordinate time with Clinical Instructor (or schedule an appointment with the Clinical Coordinator or the Program Director) to complete Part II - Image Evaluation. If you need to critique with the Clinical Coordinator or Program Director, the student must bring a CD with all images.
8. In order for the competency to be valid:
 - a) Students must decide to be tested prior to beginning procedure.
 - b) Students must provide evaluator with verbal intent to competency before the start of the procedure.
 - c) Students must perform entire procedure.
 - d) Evaluator must be present in room during entire procedure.
 - e) Once procedure has begun, the student may not change his/her mind and decide not to be tested.
 - f) Form must be completed at the end of the procedure.
 - g) The clinical evaluator may terminate the competency at his/her discretion in the interest of patient care.
 - h) Regardless of the outcome, the student cannot choose to disregard the competency.
 - i) All competency forms, attempted or completed, must be submitted to Valencia faculty as documentation of the student's performance.

9. If you fail a competency test, your next attempt at that same competency will start out at a grade of 92 instead of 100. You will still need to pass with an 85% mastery level, but will not be able to receive a letter grade of "A" and you will only be able to miss a total of 7 points to pass. All failed competency tests must be repeated and passed. In the event you do not pass your second attempt at competency of the same exam, you will earn an F in the clinical course and be dismissed from the program.
10. The student should be prepared prior to competency testing. Any failed competency must be repeated and passed. Due to the seriousness of this matter only one failed competency per scholastic year will be tolerated. The failed exam should be practiced under direct supervision and repeated at the earliest opportunity. More than one failed competency per scholastic year will result in clinical course failure and dismissal from the program.

Clinical Enhancement Learning and Make-Up Clinical Time Policy

The Program Director and Clinical Coordinator must know when students are going to be in the clinical areas at all times. Students must complete all required clinical time to meet course and program requirements. If anytime is requested outside of scheduled clinical time, students must follow this policy and submit the program required documentation.

Make-Up Clinical Time is considered required clinical time for a student to meet course and program requirements, if scheduled clinical time was missed due to an absence. Requested Makeup time must be approved and will be sponsored by Valencia College during breaks when the college is closed, as well as during the academic term.

Clinical Enhancement Learning Time is considered extra voluntary clinical time while enrolled in the program, at the discretion of the student and is not included in the scheduled program or course clinical requirement. Please consult with your Clinical Coordinator to determine if this voluntary clinical time is recommended. Clinical enhancement learning time must be scheduled and approved by the Clinical Coordinator and Clinical Site Staff. Clinical Enhancement Learning time cannot be used as Make-up Clinical time.

Clinical Enhancement will be approved by Valencia College during the academic term only (see Valencia's Academic Calendar), while student is enrolled in the program. If you choose to do clinical enhancement time during scheduled college holidays/breaks, you will be at your own risk and not sponsored by Valencia College. If for any reason a student finds they are unable to be present for the scheduled Clinical Enhancement Learning time, they must give a twenty-four (24) hour notice prior to the scheduled time start. Any abuse of this policy will result in the student losing this privilege to voluntary clinical time.

A [Clinical Enhancement Learning and Make-Up Clinical Time Form](#) must be completed and approved.

Clinical Compliance

Immunizations and Compliance :

Our clinical affiliates require that all students have current immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the Verified Credentials “Tracker,” and be available to the college for MMR, Varicella, HBV, Tetanus, COVID, PPD, influenza, CPR, and FIT testing throughout the entire program. It is the student’s responsibility to see that all immunizations, CPR, annual PPD, and annual FIT testing are current. Failure to do so will prevent you from attending clinic. If a student is dismissed from clinic for lack of compliance, all missed time must be made up and the student loses all of his/her professionalism points for the semester. For the purpose of Valencia student clinical rotation, only American Heart Association BLS CPR certification is acceptable

Clinical and Lab Safety

Energized Laboratory Safety: Students are required to comply with all energized laboratory safety guidelines while participating in lab activities. Students should refer to the [Energized Laboratory Safety Guidelines](#) for specific requirements and expectations, which are posted in all energized laboratory areas. Failure to comply with energized laboratory safety requirements may result in disciplinary action and removal from laboratory activities.

MRI Safety at Clinical Sites: All students must complete program-provided MRI safety training and [screening](#) during the first summer semester prior to beginning clinical rotations to maintain MRI safety and clinical compliance. Students must update the screening form on an annual basis and are responsible for promptly informing Radiography Program Director or Clinical coordinator of any changes to their medical history throughout the program.

Radiation Monitoring in the Lab and Clinical Sites: Students must wear a radiation monitoring badge near their neck. The badge must be worn at all times during clinical rotations and in the X-ray lab. Students are required to ensure that their dosimeter badges are up to date. Failure to return the badge by the posted deadline will result in a loss of 5 professionalism points. All students have the right to be informed of their badge readings and must sign the radiation report. Radiation badges are not to be worn when a student is receiving radiation for personal medical or dental examinations. Students should not x-ray each other or have x-ray procedures performed on themselves without a doctor’s prescription.

According to the Nuclear Regulatory Commission, the maximum permissible dose for a student in a two-year radiography program is 100 millirads/year or a total of 200 millirads. Any time a student receives a badge reading of 40 millirads per report or more, the student must write an explanation of how/why this occurred and will receive counseling to prevent future exposure.

Clinical Confidential Information

As a student in Valencia College's School of Allied Health, you may have access to confidential information. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or people. You may have access to some or all of this confidential information through the clinical facility assignments, special education projects or other student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The intent of these laws and policies is to assure that confidential information, that is, Patient's Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to patient care is strictly confidential to anyone outside of the direct care of the patient.

Students are required to comply with the applicable policies and laws governing confidential information. You further understand that professional codes of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity. Therefore, students may not take any photographs, recordings, or videos while in the clinical setting, lab, or classroom setting without special approvals from the Program Director, Clinical Coordinator, and/or site supervisor. Posting any such document to social networking or sharing with other individuals is strictly prohibited and may be a violation of Valencia's Academic Honesty policy. HIPAA Laws ensure that all forms of social media will maintain appropriate healthcare confidentiality. Any violation of these laws will subject the student to discipline according to the [Student Code of conduct policy](#) which may include, but is not limited to, dismissal as a student and to legal liability. In addition to this policy, each clinical facility may require you to sign a related statement as you begin your clinical rotation.

Electronic Devices in Clinic

While in the clinical agency, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student's responsibility to notify the clinical instructor prior to any communication and obtain permission. Personal electronic communication devices must NOT be on your person while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks, outside of the clinical facility. Students must notify faculty when leaving the unit.

Procedure for Reporting Clinical/Lab Incident, Injury, and/or Exposure

If injured at the clinical site or lab, students must complete the following steps:

1. Notify your clinical instructor or lead teacher immediately before the end of the clinical shift or lab time.
2. Seek medical attention at the clinical location if necessary or through your personal physician if you prefer. The medical provider will need all insurance information. This includes personal insurance, and the college provided insurance ([Liability and Accident Insurance](#)) .
 - Medical providers will file through personal (primary) insurance first, then through the college's insurance carrier (secondary).
 - Medical providers will file through the college's insurance carrier for students WITHOUT personal (primary) insurance.
3. Contact the Administrative Assistant to the Dean of the School of Allied Health at 407-582-1537 immediately following incident to arrange a time to complete Valencia's Incident and insurance forms. They will assist the students with the following:
 - Completion of the School of Allied Health Incident/Report.
 - Completion of the appropriate insurance claim form - AG Administrators Sports Insurance Specialist must have a claim form on file to pay medical expenses.

In a clinical setting the unit, clinic supervisor, or lead teacher must complete the clinical site/agency's Incident/Injury/Exposure Form.

Procedure for Reporting Medical Errors or Other Incidents

If a medication error or other incident involves a patient, the student will care for the patient immediately and subsequently notify the clinical faculty when the patient's safety is determined.

After immediate attention is given to the patient following a medication error or other incident, the student will notify the clinical faculty in person ,via phone or through email immediately. If the clinical faculty is not at the site, as in the case of Practicum, leave a message on a Valencia College (VC) office phone, or contact them through email. If a faculty member has not responded to phone calls or emails in a timely manner, please try to reach the clinical faculty again, or contact another faculty member.

If an incident or error causes the student to be injured, or expose the student to a bloodborne pathogen, the student should seek immediate medical attention at the clinical location, if necessary, following the above [Procedure for Reporting Student Clinical Incident/Injury/Exposures](#) section provided above.

Responsibilities of the Clinical Faculty:

The clinical faculty will notify the Clinical Coordinator and/or Program Director as soon as possible after the medication error or other incident, but no later than the end of the shift in which the medication error or other incident occurred. The Program Director will notify the Dean of the School of Allied Health, as soon as possible after the medication

error or other incident. The Dean of the School of Allied Health will notify the Workforce Provost and the VC Risk Manager.

The student and clinical faculty members should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor.

The student and clinical faculty member should then complete the School of Allied Health's [Clinical Incident/Accident/Error Information Form](#) and FAX the completed form to the attention of the VC Risk Manager at 407.582.1863 as noted on the bottom of the form.

The student, clinical faculty, Clinical Coordinator (if applicable) and/or Program Director will meet with the Dean of the School of Allied Health and the VC Risk Manager to review the Incident/Accident/Error Information Form within 48 hours of incident. The course work or remediation will be required by the student, to remain enrolled in the School of Allied Health Program

Appendix

Rights and Responsibilities of Students and Faculty

Student Rights

1. To due process
2. To know how grades will be determined and that accurate records of progress will be maintained
3. To have clearly stated expectations, objectives, and requirements
4. To have the opportunity and resources provided to meet objectives
5. To have access to faculty according to college guidelines
6. To be taught by knowledgeable faculty
7. To be treated as individuals
8. To be evaluated objectively
9. To confidentiality
10. To have input into the decision-making process

Student Responsibilities

1. To prepare for class and clinical experiences
2. To avail themselves of experiences provided
3. To meet curriculum requirements
4. To pursue experiences
5. To do self-evaluation and set learning needs
6. To be self-directed
7. To be respectful and courteous
8. To treat faculty as individuals
9. To respect privacy and confidentiality
10. To demonstrate professionalism in dress and behavior
11. To respect the faculty right to due process
12. To evaluate faculty objectively
13. To be honest

Faculty Rights

1. To expect students to be prepared for class and clinical experiences
2. To expect students to avail themselves of experiences provided
3. To establish curriculum requirements
4. To expect students to pursue experiences
5. To expect students to do continual self-evaluation and set learning needs
6. To expect students to be self-directed (disciplined)
7. To be respected and treated courteously
8. To be treated as individuals
9. To privacy and confidentiality
10. To expect students to demonstrate professionalism (dress and behavior)
11. To due process
12. To an objective evaluation
13. To expect honesty from students

Faculty Responsibilities

1. To provide a procedure for due process
2. To provide information on how grades are determined
3. To state or outline expectations, objectives, and requirements clearly
4. To provide opportunities and resources to meet objectives
5. Maintain accessibility to students
6. Meet with classes as scheduled
7. Arrange and post schedule of office hours
8. To be competent practitioners
9. To treat students as individuals
10. To evaluate students objectively
11. To maintain confidentiality
12. To provide a forum for student input into the decision-making process

Performance Standards for Admission and Progression

Physical and technical abilities required of a competent Radiographer

Criteria/Standard	Examples of Required Activities (NOT all inclusive)
Critical Thinking :Critical thinking ability sufficient for safe clinical judgment.	* Identify cause-effect relationships in clinical situations. * Evaluate radiographs to ascertain that they contain proper identification and are of diagnostic value. * Select exposure factors and accessory devices for all radiographic procedures with consideration of patient size, age, and extent of disease. * Assess patient's condition and needs from a distance of at least 20 feet. * Initiate proper emergency care protocols, including CPR, based on assessment data.
Interpersonal : Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	* Establish rapport with patients, families, and colleagues. * Display compassion, empathy and concern for others * Demonstrate a high degree of patience. * Work with other healthcare providers in stressful situations
Communication :Communication abilities sufficient for interaction with others in verbal and written form.	* Communicate in English to the patient to: converse, instruct the patient, relieve anxiety, gain their cooperation during procedures, understand the patient when communicating symptoms of a medical emergency. * Read the patient's medical chart and/or physician's orders. * Legibly write patient history. * Documents own actions and patient responses as indicated.
Mobility : Physical abilities sufficient to move from room to room and maneuver in small spaces.	* Assist all patients, according to individual needs and abilities, in moving, turning, transferring from transportation devices to the x-ray table, etc. * Be able to push, pull, and lift 40 pounds. * Push a stretcher, wheelchair or other transportation device without injury to self, patient, or others. * Push a portable x-ray machine from one location to another, including turning corners, getting on and off an elevator, and manipulating it in a patient's room.
Motor Skills : Gross and fine motor abilities sufficient to provide safe and effective care.	* Manually move the x-ray tube and position the tube at various angles at heights up to 7 feet. * Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needle, etc. * Place cassettes in Bucky trays and spot film devices and properly manipulate all locks. * Physically be able to administer emergency care including performing CPR. * Be able to stand for periods of as long as 2 hours wearing lead aprons and to walk a distance of 2 miles during a normal workday. * Input data into computer
Hearing : Auditory abilities sufficient to monitor and assess patient needs, and to provide a safe environment.	* Hear a patient talk in a normal tone from a distance of 20 feet. * Hear monitor alarm, emergency signals, and cries for help.
Visual : Visual abilities sufficient for observation and assessment necessary in the operation of equipment and care of patients.	* Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least 20 feet. * Can see numbers, letters, calibrations, etc. of varying sizes located on equipment utilized by a radiographer.
Tactile : Tactile ability sufficient for patient assessment and operation of equipment.	* Perform palpation, tactile assessment, and manipulation of body parts to ensure proper body placement and alignment. * Manipulate dials, buttons, and switches.

Energized Laboratory Safety Guidelines

The energized laboratory environment is designed to simulate clinical radiographic procedures while maintaining strict adherence to radiation protection principles. All energized exposures performed in the laboratory setting must comply with:

- ALARA (As Low As Reasonably Achievable) principles
- Valencia Radiography Radiation Safety policies
- Florida Department of Health Regulations
- NCRP guidelines
- Program-specific safety procedures

Failure to comply with energized laboratory safety requirements may result in disciplinary action and removal from laboratory activities.

General Safety Requirements

1. Energized exposures shall only be performed under the direct supervision of program faculty.
2. Students must complete radiation safety instruction prior to participating in energized lab sessions.
3. Students must wear their assigned radiation dosimeters during all energized laboratory sessions.
4. All exposures must be performed using appropriate radiation protection measures.
5. Horseplay or unsafe behavior is strictly prohibited in the energized laboratory.
6. Only program-approved phantoms or imaging devices shall be used for energized exposures.
7. Students shall never expose another student during laboratory activities.
8. Students must consistently apply Time, Distance, and Shielding principles.

Equipment Safety

- Equipment must be inspected prior to use.
- Malfunctioning equipment must be reported immediately to faculty.
- Students shall not adjust or modify equipment settings outside instructional guidance.
- Only faculty are authorized to override safety interlocks or equipment controls.

Prohibited Activities

- Exposing any person for practice or demonstration purposes.
- Holding image receptors during exposure.
- Bypassing safety mechanisms.
- Performing energized exposures without faculty supervision.
- Using laboratory equipment for non-instructional purposes.

Incident Reporting

Any accidental exposure, equipment malfunction, unsafe behavior, or radiation safety concern must be reported immediately to the supervising faculty member.

Valencia College – Radiography Program

MRI Safety Screening Form (Student)

Name: _____ Student ID: _____

The following items may interfere with MRI imaging and/or pose a safety risk. All questions must be answered. check yes or no for each item, all questions must be answered

Item	Yes	No	Item	Yes	No
Aneurysm clip(s)	☐	☐	Currently on dialysis	☐	☐
Cardiac pacemaker	☐	☐	AKI / Acute renal failure	☐	☐
Implanted defibrillator (ICD)	☐	☐	Shrapnel / bullets	☐	☐
Vascular stents / coils	☐	☐	Artificial eye	☐	☐
Electronic implant/device	☐	☐	Wire mesh implant	☐	☐
Magnet-activated implant	☐	☐	Tissue expander	☐	☐
Neurostimulator (TENS)	☐	☐	Harrington rods (spine)	☐	☐
Spinal cord stimulator	☐	☐	Joint replacement	☐	☐
Internal wires/electrodes	☐	☐	Bone/joint hardware	☐	☐
Bone growth stimulator	☐	☐	Removable dentures	☐	☐
Infusion pump	☐	☐	Tattoo / permanent makeup	☐	☐
Implanted drug device	☐	☐	Body piercings	☐	☐
Swan-Ganz catheter	☐	☐	Hearing aid (remove)	☐	☐
Heart valve prosthesis	☐	☐	Transdermal patch	☐	☐
Eyelid spring/wire	☐	☐	Metallic foreign body	☐	☐
Shunt (spinal/IV)	☐	☐	Claustrophobia	☐	☐
Cochlear/ear implant	☐	☐	Breathing/motion disorder	☐	☐
Radiation seeds	☐	☐	Weight/sandbag/compression	☐	☐
Implant held by magnet	☐	☐	Other implant	☐	☐
Surgical clips/staples	☐	☐	Vascular port/catheter	☐	☐
Rectal thermometer	☐	☐			

Previous Surgeries (list ALL): _____

MRI Safety Reminder

The MRI magnet is ALWAYS ON. Before entering the MRI environment, all metallic objects must be removed, including but not limited to: hearing aids, dentures, eyeglasses, jewelry, body piercings, watches, phones, keys, credit cards, pens, coins, hair accessories, clothing with metal fasteners, and clothing with metallic threads.

If you have any questions or concerns, consult MRI clinical staff before entering the MRI area.

Student Attestation

I attest that the information provided above is accurate to the best of my knowledge. I have read and understand the contents of this form and acknowledge that I must promptly notify MRI clinical staff and the Radiography Program Clinical Coordinator of any changes to my status.

Signature of Student: _____

Printed Name: _____ Date/Time: _____



School of Allied Health: Medical Clearance for Clinical/Lab Request
Required for Students after 3 consecutive Days of Absence due to Medical Reasons

-or-

Following Major Medical/Surgical Procedure or Withdrawal

(Please Print Student Information below)

Last Name: _____ First: _____

VID#: _____ Date: _____

To the Physician assessing: _____ *(student name)*

Due to the physical expectations of the above student's upcoming clinical rotation and Radiography Program lab assignments, it has been requested by the Valencia College Program Director of the Radiography Program that the student acquire medical clearance to progress in the program. Please refer to the attached **Performance Standards** for the specific physical expectations of the position that the student will receive training on.

Please carefully review the Physical and Technical Requirements of a Radiographer, and then attach a doctor's note to this sheet with your signature that indicates your clearance for the student to return to the Radiography Program and on which date.

If any restrictions, please indicate what the restrictions should be. Thank you for your assistance.

Healthcare Provider Name: _____

Facility Name: _____

Phone Number: (_____) _____ - _____

Brief Summary of Medical Issue:

Student Signature _____ **Date of request** ____/____/____

**VALENCIA COLLEGE
SCHOOL OF ALLIED HEALTH**

Clinical Incident/Accident/Error Information Form

This form is to be completed in its entirety for any incident involving a patient and Valencia student/faculty in the delivery of patient care. All information on this form is considered confidential, as provided by law, and is the property of Valencia College and under the custody of the office of Risk Management.

Date: _____ Time of event: _____

Location: _____

(Be specific with the facility address and identify the room/space where event occurred)

Student

Name: _____

VID# _____

Address: _____

Phone: _____ Cell: _____

Faculty Name: _____ Course: _____

Phone - Office _____ Cell: _____ Other: _____

Clinical Staff Present (name): _____

Patient Name: _____

Event Summary: _____

Notify your Program Director and Clinical Coordinator immediately regarding this incident once the patient is stabilized. Please scan, PDF, and attach this form to an email from your MyVC account to the following three email addresses.

Steve Mammino, Valencia College Risk Management smammino@valenciacollege.edu,

Julie Kloft, Program Clinical Coordinator jkloft@valenciacollege.edu

Mukesh George, Program Director mgeorge34@valenciacollege.edu.

Valencia College Radiography Program

Clinical Enhancement Learning/Make-up Clinical Time Request Form

Note: This form must be submitted with authorized clinical site staff signature no later than one week **before** unscheduled clinical time is performed, or it will **not** be approved. Please refer to Enhancement Learning & Make-Up Clinical Policy in the Radiography program handbook.

Please check one:

_____ Clinical Enhancement Learning Time (voluntary)

_____ Make-up Clinical Time

_____ Pre-Arranged Absence (once per scholastic year, requires pre-approval)

Student Name: _____

Name of Clinical Site Requesting Time for: _____

If make-up time, date(s) missed: _____

Date(s) requested: _____

Hours requested: _____

Requested By: _____
(Student Signature) Date

APPROVED BY: _____
(Name of Authorized Clinical Site Staff) Date

APPROVED BY: _____
(Program Clinical Coordinator, Valencia College) Date

cc: student file

Concern-Issue Reporting Form

Student's Name: _____ VID# _____

Instructor Name: _____ Date: _____

Course: _____

Please circle your response

Has the student spoken to a clinical instructor about this concern (if applicable)?	YES	NO	N/A
Has the student spoken to a faculty instructor about this concern (if applicable)?	YES	NO	N/A
Has this concern, or a similar issue, previously been addressed by a clinical instructor or faculty?	YES	NO	N/A

Persons Present:

Summary of Concern:

Location/Persons Involved:

Resolution:

Signature of Student
Date

Signature of Course/Faculty Instructor	Date
--	------

Signature of Program Director	Date
-------------------------------	------

[illegible]

TO BE COMPLETED AT TIME OF FOLLOW UP

Concern/Issue Follow-Up:

Program Director Initials	Date	Student Initials	Date
---------------------------	------	------------------	------

Name _____

MUST BE ENTERED IN TRAJECSYS

Equipment Performance Competency

(Clinical Check-Off/Radiographic Equipment Check-Off)

Each student is required to complete an equipment check-off in the Radiology department at their clinical location during Radiographic Clinical Education 1 (the first clinical semester) **BEFORE** they begin competency testing.

The goal of this competency is to:

- Document critical and detailed performance competency with all radiographic equipment and accessories.
- Demonstrate efficient use and proper care of all equipment.

1. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
X-ray tube		
X-ray table		
Anode		
Cathode		
High voltage cables		
Collimator light		
Collimator controls		
Raise/Lower table (if available)		
Move the tabletop (if available)		
Move/Lock the table and/or upright IR		
Total Points	/10	

2. Maneuver all overhead tube assembly to include:

	Yes (1 point)	No (0 points)
Move tube vertically		
Move tube horizontal/longitudinal		
Move tube transverse		
Set a 15-degree cephalic tube angle		
Turn the tube housing assembly		
Detent the tube to the center of table IR		
Detent the tube to the center of upright IR		
Manually collimate to 10 x 12		
Use PBL* to automatically collimate to 14 x 17		
Total Points	/9	

3. Manipulate the tube for distance changes:

	Yes (1 point)	No (0 points)
Use vertical lock to set table IR SID		
Use locks to set 40" upright IR SID		
Use locks to set 72" upright IR SID		
Use tape measure to set 40" tabletop SID		
Total Points	/4	

4. Manipulate the radiographic control panel:

	Yes (1 point)	No (0 points)
Locate main power (wall switch)		
Control panel on/off switch		
kVp selector/control		
kVp read out		
mAs selector/control		
mAs read out		
Exposure time selector/control		
Density changes (+/- or big/little man)		
Focal spot size selector		
Exposure switch		
Rotor		
Tube selector (fluoro vs. overhead)		
IR/Bucky selector (upright vs. table)		
Tube limit (backup timer) reset		
Cooling/Heat unit indicator		
Automatic exposure control/indicator		
Set a manual technique for any exam		
Set an AEC* technique for any exam		
Use an APR* to select a technique.		
Total Points	/19	

Total of all points from sections 1-4	/42
Equipment Check-Off Score	%

Each student must demonstrate a minimum of 85% mastery.

* PBL = Positive Beam Limitation (automatic collimation)

* AEC = Automatic Exposure Control

* APR = Anatomically Programmed Radiography (select body part)

Name _____

Clinical Location _____

Date _____

Department Inventory

Each student is required to complete an inventory of the Radiology department at their clinical location during Radiographic Clinical Education 1 (the first clinical semester).

Please complete the following information:

1. Where is barium stored?
2. Where is other contrast stored?
3. Which rooms are equipped with wall outlets for oxygen?
 - Where EXACTLY are the oxygen outlets located?
 - Where are ADDITIONAL oxygen tubing/masks/supplies located?
4. Which rooms are equipped with wall outlets for suction?
 - Where EXACTLY are the suction outlets located?
 - Where are ADDITIONAL suction canisters/connectors/tubing/supplies located?

5. Where are the fire extinguishers located in the department?
6. Where are the fire alarms located in the department?
7. Where are the code or emergency carts located?
8. Inventory one routine diagnostic radiography room **on a separate sheet of paper**. Include the room number and the contents of each cabinet/shelf. Be sure to include where lead shielding is stored.
9. Inventory one fluoroscopic radiography room **on a separate sheet of paper**. Include the room number and the contents of each cabinet/shelf. Be sure to include where lead shielding is stored.
10. Inventory the supply or stock room **on a separate sheet of paper**. Include the room number/location and the contents of each cabinet/shelf.

Name: _____

MUST BE ENTERED IN TRAJECSYS

Fluoroscopy Equipment Performance Competency

(Clinical Check-Off/Fluoroscopy Equipment Check-Off)

Each student is required to complete a fluoroscopy equipment check-off in the Radiology department at their clinical location **BEFORE** they begin competency testing fluoroscopic procedures.

1. Maneuver fluoroscopy table/intensifier to include:

	Yes (1 point)	No (0 points)
Move the tabletop via table		
Move the tabletop via tower		
Tilt/Angle the table (from supine to erect)		
Install/Remove the footboard		
Install/Remove lead shielding on tower		
Center intensifier to table		
Use myelogram lock		
Lock intensifier location		
Use compression cone		
PBL vs. manual collimation		
Change magnification level		
Reverse image top/bottom		
Reverse image left/right		
Park tower		
Exposure button for single image		
Exposure button for multiple/rapid images		
Exposure button for fluoro		
Total Points	/17	

2. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
Set equipment for fluoroscopy		
Set equipment for overhead images		
Set up of Inficon/Digital fluoro		
Set up pre-programmed fluoro exam		
Set a manual fluoro exam		
Clear (zero) fluoroscopy timer		
Reset fluoroscopy timer alert		
Adjust AEC chamber/cell		
Total Points	/8	

Total of points from sections 1 & 2	/25
Fluoro Check-Off Score	%

Each student must demonstrate a minimum of 85% mastery.

Surgery Equipment/Performance Competency

(Clinical Check-Off/Surgery Equipment Check-Off)

Each student is required to complete a surgery equipment check-off in the OR at their clinical location. Rotation Objectives:

Under the DIRECT supervision of the supervising Technologist, the student will:

- I. General Duties
 - A. Report to the Technologist in charge.
 - B. Clean equipment as needed.
 - C. Stock areas as needed.
 - D. Check aprons and return to designated areas.
 - E. Upon leaving assigned area for more than five (5) minutes, a Clinical Instructor/Supervisor **MUST** be notified. If there are no surgical/radiology procedures scheduled/in process, report to the Clinical Instructor/Supervisor and participate where needed.
- II. Examination Objectives
 - A. Learn proper operation of all surgery equipment (C-Arms, portables, tables).
 - B. Follow and practice sterile techniques when in surgery.
 - C. Properly assist in obtaining and performing required images in OR.
 - D. Identify images appropriately and send images to PACS.
 - E. Complete requisition appropriately with history.
 - F. Document exposure time or equipment use records as required.
 - G. Evaluate images for technique, positioning, anatomy, etc.
 - H. Setup/Return equipment to storage area.

Competency Requirements:

1. Complete Surgery Equipment/Performance Competency.
2. Participate in five (5) OR procedures and record them on the attached log sheet.
3. Complete Surgery Competency test.
Review image and/or procedure with Valencia faculty member

Name _____

Clinical Location: _____

Valencia College Radiography Program

Surgery Log Sheet

After completing the Surgery Equipment Performance Competency, each student must participate in five

(5) Surgery/OR cases and log them below prior to competency testing in surgery. Once completed, submit this form to Clinical Instructor when you complete your surgery competency.

1.

2.

3.

4.

5.

Student Signature

Date

Technologist/Clinical Instructor Signature

Date

****Please do NOT log cysto, ERCP, or pain management cases.****

Name _____

MUST BE ENTERED IN TRAJECSYS

Surgery Equipment Performance Competency

(Clinical Check-Off/Surgery Equipment Check-Off)

Each student is required to complete a surgery equipment check-off in the OR at their clinical location **BEFORE** they begin competency testing in OR.

1. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
OR room locations		
C-Arm storage location(s)		
Portable storage location(s)		
Printing option(s) (laser, paper, matrix)		
Apron storage location(s)		
Contrast storage location(s)		
Grid		
Grid holder		
Total Points		/8

2. Demonstrate familiarity with driving and using C-Arm:

	Yes (1 point)	No (0 points)
Maneuver C-Arm/Monitor from storage to OR		
Plug in/power on		
Setup monitor and C-Arm (put name in)		
Raise/Lower C-Arm		
Boom (in/out) lock		
Lateral lock (ap/lat)		
Orbit lock (caudal/cephalic angle)		
Wig/wag lock		
Orient image (flip/rotate)		
Collimation functions		
Magnification		
Adjust technique		
Exposure controls (multiple)		
Save image(s)		
Send image(s) to PACS		
Mark/Annotate images		
Total Points		/16

3. Demonstrate an understanding of sterile procedures:

	Yes (1 point)	No (0 points)
Understands how to properly drape equipment		
Maintains sterile field		
Total Points	/2	

Total of all points sections 1-3	/26
Surgery Check-Off Score	%

Each student must demonstrate a minimum of 85% mastery.

CT Equipment/Performance Competency

(CT Check-Off)

Each student is required to complete a CT equipment check-off in the CT department at their clinical location.

Rotation Objectives:

Under the DIRECT supervision of the supervising CT Technologist, the student will:

1. Establish a rapport with the patient.
2. Assist in acquiring a thorough history from the patient.
3. Demonstrate knowledge of patient preparation requirements.
4. Assist patients onto the table and into the gantry.
5. Identify the parts that compose the CT unit.
6. Operate the computer.
7. Image anatomical cross-sectional images.
8. Discuss display functions, data storage, image processing, scanning protocols for different body parts, contrast injector preparation and function, and use of oral/IV contrast media.
9. Identify basic cross-sectional anatomy.

Assignment:

1. Review Bontrager, Chapter 21 (CT).
2. Complete CT Questionnaire.
3. Contact Valencia faculty to complete cross-sectional anatomy quiz.

Anatomy which may be included in the quiz includes:

- a. Liver
- b. Spleen
- c. Stomach
- d. Pancreas
- e. Abdominal Aorta
- f. Inferior Vena Cava
- g. Colon
- h. Gall Bladder
- i. Kidney
- j. Ribs
- k. Sternum
- l. Heart
- m. Lung
- n. Occipital Bone
- o. Frontal Bone
- p. Orbital Globe
- q. Hemispheres
- r. Ventricles

Name _____

MUST BE ENTERED IN TRAJECSYS

CT Questionnaire

1. What are the indications for using IV contrast in scanning the brain and abdomen?

2. What are the advantages of using an oral contrast agent?

3. Explain how a CT image is produced:

4. What is the importance of priming the power injector?

5. Why does the tube need to be warmed up before scanning?

Valencia College Radiography Program

Student Clinical Evaluation

Student's Name _____ Date _____

Clinical Site _____ Evaluator _____

Check the most appropriate response to each of the following statements:

5=Consistently 4=Often 3=Occasionally 2=Rarely 1=Never	5	4	3	2	1
Professional and Ethical Behaviors					
1. Arrives to the clinical site on time; prepared to start; reports to the supervisor; and has timecard, markers, radiation badge, and technique book. Comment:					
2. Is dressed professionally and adheres to the college and clinical site dress code. Comment:					
3. Is dependable and cooperative. Assists the staff by stocking rooms with supplies/linens and maintaining room cleanliness and organization. Comment:					
4. Demonstrates an eagerness to learn and perfect clinical skills. Hard-working and a self-starter. Comment:					
5. Displays professional conduct, language, and mannerisms toward patients and staff Comment:					
6. Demonstrates sensitivity to cultural differences when interacting with patients and staff Comment:					
7. Collaborates with other professionals while performing clinical skills. Comment:					
8. Displays ethical behaviors while performing clinical procedures. Comment:					
Effective Communication Skills					
9. Demonstrates professional interpersonal communication and is respectful Comment:					
10. Listen to instructions and follow directions. Comment:					

11. Accepts constructive criticism and makes changes as needed. Comment:					
12. Demonstrates appropriate and accurate written documentation in the patient record and maintains patient confidentiality. Comment:					
13. Shows concern for patients' well-being and effectively responds to their needs. Comment:					
Clinical Procedures and Patient Care/Safety					
14. Displays knowledge about equipment operation and is careful to apply skills when using it. Comment:					
15. Comprehends procedures and is consistent in the accurate performance of the exams. Demonstrates the ability to alter improper technical factors and/or positions. Comment:					
16. Tells the technologist of intent to competency test prior to starting the exam. Comment:					
17. Documents a thorough patient history and checks patient ID. Comment:					
18. Follows direct supervision requirement on all portable exams and all exams not competency tested on. Comment:					
19. Demonstrates critical thinking in efforts to solve problems during complex clinical procedures. Comment:					
20. Has room prepared <u>prior</u> to exam and cleans room <u>after</u> the exam. Comment:					

Grading Scale:

A 93-100

B 85-92

C 76-84

Total Points Earned

Total Points Possible:

Final Grade:

Evaluator's Signature _____

Student's Signature _____

Faculty Signature _____

Image Evaluation Questions

1. What are we looking at? Projection/Position (PA Chest)
2. How is your patient positioned? (erect/supine, no rotation, shoulders...)
3. Does your image show that you positioned your patient correctly? How do you know/What proves that on your image? (SC joints equidistant)
4. What is the textbook Central Ray for this position? (T7 & MSP)
5. Did you center your image correctly? How do you know?
6. What is the textbook technique? (kVp range and ball-park mAs)
7. What was the exposure index for your image? Is it in range?
8. Tell me some anatomy?
9. Was **your** correct marker demonstrated INSIDE the light field?
10. Did you collimate appropriately/Is collimation demonstrated on your image? (proof the collimation did not exceed IR and/or collimated adequately)
11. Procedure questions typically only apply to fluoro/OR type exams. (For example, I would ask, "You don't know anything about the patient or the doctor/RA. Tell me how you would set up the room for this procedure. For a BE, you would have the table flat with the foot board on. You would have linen and chux on the table. Get the BE bag and tip...)

Semester: _____

Valencia College Radiography Program

Professionalism Report

Student Name: _____ Clinical Facility: _____

Clinical Instructor _____

Clinical Coordinator: _____

	Circle Yes/No	Possible Deduction	Assigned Deduction
Maintained professional appearance A warning (0 points) may be issued for correctable offenses (hair worn down, excessive jewelry).	Y N	0-5 points	
Displayed professional conduct A warning (0 points) may be issued for minor offenses.	Y N	0-10 points	
Used professional communication (verbal and non) A warning (0 points) may be issued for minor offenses (slang or body language).	Y N	0-10 points	
Personal electronic device used in clinic	N Y	10 points	

	Circle Yes/No	Possible Deduction	Assigned Deduction
Completed clinical paperwork by due date	Y N	5 points	
Maintained Certified Profile account compliance	Y N	10 points	
Exchanged radiation dosimeter by due date(s)	Y N	5 points	

Faculty Comments

Student Comments:

Student Signature

Clinical Instructor Signature

Valencia College Radiography Program
Master Clinical Requirements Record

STUDENT _____ VERIFIED _____

PATIENT CARE LAB CHECK OFFS	
Mandatory:	Completed Date
Hand Washing	
Wheelchair Transfer	
Stretcher Transfer	
Sterile Gloving	
Vitals	
Oxygen/Pulse Ox	
Foley	
Vials	
Ampules	
Venipuncture	
Rad Room	
SERVICE-LEARNING PROJECTS	
Mandatory:	Completed Date
Transport	
Radiology	
CLINICAL CHECK OFFS	
Mandatory:	Completed Date
Equipment	
Fluoroscopy	
Surgery	
CT	

RADIOLOGICAL PROCEDURES	Final Competency
Mandatory:	Completed Date/MRN
Abdomen Series, 2 views (decub/upright)	
Upper Extremity (mandatory list)	
Lower Extremity (mandatory list)	
Extremity, geriatric (≥60 yrs *upper or lower)	
Cervical Spine (*3 or 5 views)	
Lumbosacral Spine (*3 or 5 views)	
Head (mandatory or elect list)	
Fluoroscopy, 2 views (BE or UGI)	
C-Arm Procedure (*2 plane ortho or surgical)	
Portable Chest	
Faculty Final Comp ±	

±The Faculty Final Comp must be done during Clinic 5, at your primary clinical assignment.

***For final competencies marked with an asterisk, you will final comp the opposite of what you originally completed. If you do an upper extremity for your initial Geriatric Extremity comp, you will do a lower extremity for your final Geriatric Extremity comp. If you do a 3 view lumbar spine for your initial competency, you must do a 5 view lumbar spine for your final. If you do a single plane c-arm procedure for your initial competency, you must do a two plane procedure for your final competency. Of course, you can do more views than the minimum, meaning you can do two 5 view lumbar spine or two 2 plane c-arm procedures.**

RADIOLOGICAL PROCEDURES

Competency

CHEST AND THORAX				
Mandatory:		Date	MRN	Critiqued
Chest, routine (2 v)				
Chest, pediatric (≤ 6 yrs) (2 v)				
Chest, geriatric (≥ 60 yrs) (1 or 2 v)				
Chest, w/c or stretcher (2 v)				
Ribs				
Elective:				
Chest decubitus/lordotic/oblique (1 v)				
Sternum				
ABDOMEN				
Mandatory:		Date	MRN	Critiqued
Abdomen Supine (KUB) (1 v)				
Abd Series (decub/upright) (2 v)				
Elective:				
Small Bowel Series				
Intravenous Urography (IVP)				
EXTREMITIES				
Mandatory:		Date	MRN	Critiqued
Finger (3 v)				
Hand (3 v)				
Wrist (3 v)				
Forearm (2 v)				
Elbow (3 v)				
Humerus (2 v)				
Shoulder (2 v)				
Trauma Shoulder (Y or transthoracic) (2 v min)				
Foot (3 v)				
Ankle (3 v)				
Tibia-Fibula (2 v)				
Knee (3 v)				
Femur (2 v)				
Hip (2 v)				
Trauma Hip (cross-table lat.) (2 v)				
Trauma: Upper Extremity (non-shoulder) (2 v)				
Trauma: Lower Extremity (2 v)				
Extremity, pediatric (≤ 6 yrs) (2 v)				
Extremity, geriatric (≥ 60 yrs *upper or lower)(2v)				

Elective:	
Scapula (2 v)	
Axillary OR Grashey Shoulder (2 v)	
Clavicle (2 v)	
Toes (3 v)	
Os Calcis (2 v)	
Weight-bearing Ankles/Feet (2 v)	
Weight-bearing Knees (1 v)	
Intercondylar Fossa (1 v)	
Patella (2 v)	
Wrist (4 v to include navicular or carpal canal)	

SPINE AND PELVIS	Competency		
Mandatory:	Date	MRN	Critiqued
Cervical Spine (*3 or 5 v)			
Thoracic Spine (3v)			
Lumbosacral Spine (*3 or 5 v)			
Trauma Spine (cross-table lat.) (1 v min)			
Pelvis (1 v)			
Elective:			
Scoliosis Series (2 v)			
Flexion/Extension or Lateral Bending Spine (2v)			
Sacrum and/or Coccyx (2 v)			
Sacroiliac Joints (3 v)			
Inlet/Outlet Pelvis (2 v)			
Judet Pelvis (2 v)			
HEAD			
Mandatory:	Date	MRN	Critiqued
Paranasal Sinuses (Skull/Facial) (3 v min)			
Elective:			
Skull (3 v minimum)			
Facial bones (3 v minimum)			
Nasal bones (3 v)			
Orbits (3 v minimum)			
Mandible (3 v minimum)			

FLUOROSCOPY	Date	MRN	Critiqued
Mandatory:	Date	MRN	Critiqued
Barium Enema (Single or Double) (2 v min)			
Elective:			
Upper GI Series (2 v minimum)			
Esophagus (1 v minimum)			
Cystography/VCUG/RP (1 v minimum)			
Myelography/LP (1 v minimum)			
Arthrogram (1 v minimum)			
SURGICAL			
Mandatory:	Date	MRN	Critiqued
C-Arm Procedure (*2 plane ortho or surgical)			
Elective:			
ERCP			
PORTABLE			
Mandatory:	Date	MRN	Critiqued
Portable Chest (1 v)			
Portable Abdomen (1 v)			
Portable Orthopedics (hardware) (2 v)			
Elective:			
Portable for PICC/PEG/T/NG Placement (1 v)			

- The MINIMUM number of views for each procedure is indicated where available.

Valencia Radiography Procedure Log Sheet

Student Name: _____ Clinical Site: _____

Line	Date	Patient #	Procedure	Observed	Assist	Unassisted	Exposure Index	Technique	Repeat/Cause	RT initial
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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26										
27										
28										
29										
30										

Directions to Clinical Sites

ARNOLD PALMER MEDICAL CENTER (APH)

92 West Miller Street
Orlando, FL 32806

Contact: Stacey T/Jennie/Omar
Phone: 321-841-1432

DIRECTIONS

From I-4, take the Kaley Street exit. Go east on Kaley Street, left on Orange Avenue, left on Miller Street, and two blocks on left. You will use your Orlando Health ID badge to access the employee parking garage.

DR. P. PHILLIPS HOSPITAL (DPH)

9400 Turkey Lake Road
Orlando, FL 32819

Contact: Khanh Trinh/Hope Grubman
Phone: 321-842-7149

DIRECTIONS

Take I-4 to Sand Lake Road, west on Sand Lake Road to Turkey Lake Road (first street west of I-4), left on Turkey Lake Road, 1.5 miles to Dr. P. Phillips Hospital. Park in garage, using guest parking entrance and park on the 3rd floor or higher.

HEALTH CENTRAL HOSPITAL (HCH)

10000 West Colonial Drive
Ocoee, FL 34761

Contact: Aldo Banos-Arauz
Phone: (407) 296-1169

DIRECTIONS

West Colonial Drive, on the same side of the road as the WalMart Super Center. Students will complete orientation and receive parking permit. Park in the tan parking lot for employees (look for the red “wave”). Your Orlando Health ID will open the gate to the employee parking lot and the electronic employee entrance.

HORIZON WEST HOSPITAL

17000 Porter Rd
Winter Garden, FL 34787

Contact: Charita Brim
Phone: (407) 407-1168

DIRECTIONS

You will use your Orlando Health ID to park in the employee parking lot which is located behind the hospital. Report to Charita in the Radiology department.

LAKE MARY HOSPITAL

380 Rinehart Rd
Lake Mary, FL 32746

Contact: Erik Sommerfeld
Phone: 321-842-5740

DIRECTIONS

Students may park in front of the hospital, but only in the two rows of parking closest to Rinehart Road.

LAKE MONROE HOSPITAL/ fka CENTRAL FLORIDA REGIONAL HOSPITAL

1401 West Seminole Blvd
Sanford, FL 32771

Contact: Michelle Branch
Phone: 407-324-8740

DIRECTIONS

Take 417 North (toll road) to exit 50 (US-17 N/US-92 E/S Orlando Dr toward Sanford) and continue to South French Avenue, then keep left at the fork in the road to West Seminole Blvd (hospital on left).

Students are expected to park in either employee parking lot on the West side of the building (loading dock side). Do not park in the front of the hospital or in the Medical Arts Building parking lot.

NEMOURS CHILDREN'S HOSPITAL

13535 Nemours Parkway
Orlando, FL 32827

Contact: Steve Brittingham
Phone: 407-567-3881

DIRECTIONS

From 417, take exit 19 to Lake Nona Blvd. Follow Lake Nona Blvd to Nemours Parkway. Park above the third floor in the parking garage.

OH/JEWETT ORTHOPEDIC INSTITUTE HOSPITAL (surgery rotation)

60 Columbia Street

Contact Jason Burtner

(4th Floor Orlando Health Heart Institute Bldg) Phone: 407-643-1292

Orlando, FL 32806

DIRECTIONS

Park in the garage for the Jewett Orthopedic Institute Surgery Center on the 5th floor or higher. There are lockers available for your belongings, bring a lock if you plan to use a locker. From the lobby, they will call to get someone to come down to escort you up.

OH/JEWETT ORTHOPEDIC INSTITUTE at Winter Park (JWP)

1285 Orange Avenue
Winter Park, FL 32789

Contact: Adrian Alston/Ashton
Phone: 407-643-1292

DIRECTIONS

Jewett Winter Park is located on Orange Avenue just east of 17-92 (Mills Ave.) on the left side. It may be difficult to turn left on Orange Avenue. Alternate ways of locating it are:

1. Heading north on 17-92, turn right on Balsh Ave, which is the first road past Einstein Bagel on the corner of 17-92 and Orange Ave. This will take you to the front entrance.
2. Heading north on 17-92, turn right into McDonalds. Go through their parking lot and out the back. You will be facing the front entrance to Jewett.

This is an outpatient ortho clinic, there is no cafeteria, please pack a lunch!

OH/JEWETT ORTHOPEDIC INSTITUTE LEVEL ONE/ADULT ORTHO (fka Level One))

60 Columbia Street
(4th Floor Orlando Health Heart Institute Bldg
Orlando, FL 32806

Contact: Ilise Chaput
Phone: 321-843-1179

DIRECTIONS

Park in the garage for the Jewett Orthopedic Institute Surgery Center on the 5th floor or higher.

OH/JEWETT ORTHOPEDIC INSTITUTE at Spring Lake (fka OHPA)

7243 Della Drive
Orlando, FL 32819

Contact: Niki Banister
Phone: 321-842-0063

Going West on Sand Lake Rd, turn right on Dr. Phillips Blvd, then turn right onto Della Drive. Park on the second floor of the Orlando Health Medical Pavilion parking garage (do not park in front of the library, you will be towed). Take the elevator up to the second floor for Suite I.*This is an outpatient ortho clinic, there is no cafeteria, please pack a lunch!*

ORLANDO REGIONAL MEDICAL CENTER (ORMC)

52 West Underwood St
Orlando, FL 32806

Contact: Liz Villareal
Phone: 321-841-8105

DIRECTIONS

From I-4 southwest bound, take the Anderson Street exit, 82B. Turn left on Anderson Street, right on Orange Avenue. ORMC is on the right. From I-4 northeast bound, take the Kaley Street exit, 81BC. Turn right on Kaley Street, then left Orange Ave. ORMC is on the left. Students must park on the roof of the parking garage located at 92 West Miller Street labeled D Deck. There is a shuttle available, otherwise plan for a 10 minute walk.

OSCEOLA REGIONAL MEDICAL CENTER

700 West Oak Street
Kissimmee, FL 34741

Contact: Jodi Hora
Phone: 407-518-3770

DIRECTIONS

From Orlando, take John Young Parkway South to Kissimmee. John Young becomes 17-92. Turn left on Oak Street, then the hospital will be on your right.

OSCEOLA FREE STANDING ED (OFSED)

1001 E Osceola Pkwy
Kissimmee, FL 34744

Contact: Stacy Kungiesingh
Phone: 321-842-1271

DIRECTIONS

From Orlando, take the Turnpike South to Kissimmee. Take exit 249 and turn right onto E Osceola Parkway. The free-standing ED will be on your right. Your Orlando Health ID badge should work, but you will need to stop at the desk on the first day.
no cafeteria, pack lunch

OVIEDO MEDICAL CENTER

8300 Red Bug Lake Road
Oviedo, FL 32765

Contact: Brian Harvey
Phone: 407-890-2124

DIRECTIONS

From Maitland Blvd, turn onto Greenwood Road, then turn left onto US 17-92/Orlando Ave. Then, turn right onto 436 East until you merge onto Red Bug Lake Road. You will turn left onto Oviedo Medical Drive.

POINCIANA MEDICAL CENTER

325 Cypress Parkway
Kissimmee, FL 34759

Contact: Sherry Bennett
Phone: 407-530-2321

DIRECTIONS

From the Poinciana Parkway, turn left onto Cypress Parkway. You will see Poinciana Medical Center on your left.

SOUTH LAKE HOSPITAL

1099 Citrus Tower Blvd.
Clermont, FL 34711

Contact: Lori Haskins/Chelsea O'Dell
Phone: 352-394-4071, ext. 8156

DIRECTIONS

Take the 408 west to the Florida Turnpike. Take the turnpike to the Clermont exit to west Rt. 50. Turn left. Continue to hospital. It is on the right up on the hill.

ST. CLOUD REGIONAL MEDICAL CENTER

2906 17TH Street
St. Cloud, FL 34769

Contact: Keith Hatcher
Phone: 407-498-3475

DIRECTIONS

Take I-4 to Florida Turnpike South, exit 31. Take turnpike to exit 244. Make left onto 192. Continue approximately 6 miles. After entering St. Cloud, turn right on Budinger Avenue (See ER sign). Hospital will be on your left.

VETERANS' ADMINISTRATION HOSPITAL

13800 Veterans Way
Orlando, FL 32827

Contact: Amber Laflamme
Phone: 407-631-1966

DIRECTIONS

From 417, take Lake Nona Blvd to Veterans Way. You should see the sign for VA Hospital. **OBSERVE 20 MPH SPEED LIMITS ON GOVERNMENT PROPERTY.** Park in the East Garage, anywhere above the 2nd floor.

VALENCIA COLLEGE

READ THE FOLLOWING STATEMENT BEFORE SIGNING

Verification of Receipt of Radiography Program Student Handbook

I, _____ received a copy of the Radiography Program Student Handbook and understand that I am responsible for the ALL of the information therein. I agree to abide by all of the rules, policies, and procedures of the program and of Valencia College, and that is my responsibility to ask a faculty member if there is anything I do not understand or have concerns about.

I am also aware that this handbook is intended as a guide, that policy and procedure described herein may be changed during my participation in the program and that I will be notified of and responsible for any new or modified information.

Signature of Student _____ Date _____

Print
Name _____